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CHAPTER 1

BASIC AND SPECIAL PAY0101 COMPUTATION OF BASIC PAY (ACTIVE DUTY)

PART A: START BASIC PAY

010101. Pensions Or Disability Compensation. A member who has checked the "YES" portion of block 35d of DD Form 1966: Application for Enlistment-Armed Forces of the United States, acknowledging receipt of a pension or disability compensation, will execute one of the following waivers:

A. Member Waives Pension or Disability Compensation to Draw Active Duty. The member will execute the waiver shown below in duplicate. Upon receipt, endorse the statement, mail the original copy to the Department of Veterans' Affairs, 941 North Capital Street, N.E., Washington, D.C. 20421 (or other agency), where it will be permanently retained, and return the duplicate copy to the member for record purposes.

<p>NOTICE OF REENTRANCE INTO ACTIVE MILITARY SERVICE</p> <p>____ (date)</p> <p>I, (grade, name, social security number, organization) hereby certify that I entered active military service on (date), and that I am receiving a (pension/disability compensation) from the (Veterans' Administration/or other agency) (claim number if known). I request termination of such (pension, disability compensation) for the amount of \$_____ that I have received or may hereafter receive for the period I receive active duty pay.</p> <p>____ (signature)</p> <p>FIRST ENDORSEMENT____ (date)</p> <p>From: Finance Officer (activity)</p> <p>To: (agency paying the pension/compensation)</p> <p>I hereby certify that (grade, name, social security number, service and organization) has been credited active duty pay starting (date of entry on active service).</p> <p>____ (signature)</p> <p>Department of Veterans' Affairs 941 North Capital Street, N.E. Washington, D.C. 20421</p>
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B. Member Waives Active Duty Pay to Continue Drawing Pension, Etc. The member will execute the waiver shown below, in duplicate. Upon receipt, endorse the statement, mail the original copy to the Veterans' Administration (or other agency), where it will be permanently retained, and return the duplicate copy to the member for record purposes.

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(date)

TO WHOM IT MAY CONCERN:

I, (grade, name, social security number, and organization), hereby certify that I entered active military service in excess of 30 days on (date), and that I am receiving (pension/retainer pay/disability compensation/retired pay) in the amount of \$ from (agency paying the pension, etc.), (claim number, if known). If my pension is greater than my active duty pay and allowances, I elect to receive my pension during my current tour of active military service.

I fully understand that my election precludes my entitlement to receive pay and allowances authorized by law for such service including allowances for subsistence, quarters, and travel. I will pay all my transportation expenses and for all meals taken in a Government mess. I will reimburse the Government for any subsistence or transportation, other than transportation by Government conveyance, previously or subsequently furnished me by the Government during my current tour of active military service. This certificate will remain in effect until such date as I may waive my (pension, etc.) or until my active duty pay and allowances equal or exceed the amount of my (pension, etc.), whichever occurs earlier.

FIRST ENDORSEMENT

(date)From: Finance Officer (activity)To: (agency paying the pension, etc.)

I hereby certify that (grade, name, social security number, component) is entitled to active duty pay and allowances in the monthly amount of \$. This member has not been credited and will not be credited active duty pay or allowances during such period of election as set forth above, so long as it has been or properly remains in effect. If this member later elects to receive or is required by law to receive active duty pay and allowances, you will be so informed.

010102. Member Recalled From Retired List, FMCR, or TDRL

A. Recalled for 30 Days or Less. A member who falls into one of the following categories will submit a claim to the MOBCOM Finance Officer, Reserve Pay for settlement of the active duty pay and allowances due:

- (1) Removed from the TDRL,
- (2) Re-appointed or reenlisted,

(3) Assigned to active duty and immediately transferred to the retired list or FMCR, or

(4) Recalled from the retired list or FMCR for a period of TAD of 30 days or less.

The claim (letter) will be supported by the original and four complete copies of the member's orders, a pension waiver certificate, an IRS Form W-4, a NAVMC 10922: Dependency Application, or dependency certificate as applicable (for BAH with dependents), and a DD Form 1351-2: Travel Voucher or Sub-voucher.

*B. Recalled for More Than 30 Days. When a member is recalled from the retired list or FMCR to active duty for a period in excess of 30 days, the HQMC/MMSR-7 is responsible for transferring the member to active duty (refer to MCO P1080.40 (MCTFS PRUIM)). Members will be paid through the MCTFS active duty pay processes.

010103. Reserve Member Ordered To Active. Reserve members ordered to active duty will be paid through the MCTFS. When a reserve member is on active duty for 30 days or less, the member will be paid through the MCTFS reserve pay processes. When a reserve member is on active duty for 31 days or more, the member will be paid through the active duty pay processes.

A. Active Duty of 30 Days or Less. Reserve members ordered to multiple, consecutive periods of active duty will be paid through the MCTFS reserve pay processes, regardless of the total number of days, as long as each period is 30 days or less. When a member is ordered to active duty for 31 days or more, the reserve reporting unit will transfer the reserve member to active duty the day before the member is assigned to active duty. The active duty reporting unit will join the member effective the first day of ordered active duty for 31 days or more.

B. Active Duty of 31 Days or Longer. Reserve members ordered to active duty for 31 days or longer are transferred to active duty by the parent reserve unit. The active duty reporting unit reports the join which activates the active duty pay process. This includes reserve members who are initially ordered to active duty for 31 days or more but whose active duty is terminated early.

PART B: MEMBER RETAINED BEYOND ENLISTMENT BASIC

010104. Retained For Essential Service - 25 Percent Increase

A. Reference. "DoDFMR", Vol. 7A, Chapter 1.

B. Substantiation. Unique Pay Status Transaction Report (UPSTR).

010105. Retained For Convenience Of The Government

A. Reference. “DoDFMR”, Vol. 7A, table 1-5, rule 16.

B. Substantiation. Unique Pay Status Transaction Report (UPSTR).

010106. Retained For Court-Martial Action

A. Reference. “DoDFMR”, Vol. 7A, Chapter 48.

B. Substantiation. Unique Pay Status Transaction Report (UPSTR).

PART C: EXPIRATION OF CURRENT CONTRACT

010107. Concept. The expiration of current contract (ECC) date automatically suspends pay and allowances, and stops allotments. Normally, pay and allowances are suspended the day after the ECC date. Allotments stop the last day of the month before the ECC month, except for bond allotments that stop at the end of the last full term preceding the ECC month. (Exception: Allotments are not stopped if the member has 20 or more years of active service and allotments are not automatically stopped for members who indicate an intent to reenlist or who have executed an extension.) For those members who do not reenlist or have not executed an extension, allotments must be manually stopped. The ECC date is updated for all periods of time lost. The ECC date does not eliminate the requirement to submit a final POE. Refer to the examples provided in paragraph 010108.F below.

010108. Immediate Reentry, Extension, And Retention

A. If a member plans to remain on active duty past the ECC date, one of the following actions must occur:

1. Execute a new contract.
2. Extend the current contract, or
3. If a member is being retained beyond the expiration of their current contract for the convenience of the government (COFG).

B. When a request for reenlistment has been submitted for an enlisted member or a request for augmentation or renewal of a reserve contract has been submitted for an officer, a WILL REENTER diary statement is reported. As required by MCO P1080.40, the commanding officer must report a WILL REENTER (TTC 123) diary statement 45–90 days (no earlier than 90 days), prior to their ECC to prevent pay and allowances, and allotments from being suspended or stopped. Processing must be completed by the mid-month (approximately the 5th of the month) update and extract (U&E) of the month prior to the ECC date. The posting of this entry allows a 30-day grace period after the ECC date before the MMPA is terminated.

C. When a member is to be retained on active duty involuntarily or for medical or legal reasons in a duty status after the ECC date, the commanding officer must report an EAS COFG ____ (TTC 081) Refer to the MCTFS PRIUM, Chapter 3. Once the entry posts to the MMPA, no action is required to stop allotments or suspend pay and allowances. If a member executes a new contract, the reporting of the reentry statement executing the contract will establish a new ECC date that replaces the COFG date in the MCTFS.

D. Allotments. Allotments will automatically stop if the reporting unit fails to report TTC 123 or TTC 081 in a timely manner. If a member remains on active duty, allotments must be restarted. The automatic stopping and manual starting of allotments may result in the allotment(s) not being paid or being deducted from a member's pay and allotments for at least one month.

E. Paydays. If a member's ECC falls in the first half of the month, all monies due from the 1st through the member's ECC will be accrued all central. If a member's ECC is in the later half of the month, monies due from the 15th payday through the ECC will be accrued all central.

F. Examples. The following examples regarding allotments and paydays are provided.

Situation 1. Member's ECC is to expire October 8, YYYY, the following message will begin appearing on the June Leave and Earnings Statement (LES) and each month thereafter through October.

"ECC date is YYYY1008, Pay, Allow and Alots will Terminate Unless Intent to Remain on Active Service is Reported."

Situation 2. Member's ECC is in June YYYY and no reenlistment or extension has been reported. The ENLM page on the CICS screen will indicate an ECC/EAS flag of "0" or will be blank.

1. Allotments will terminate the last day of May YYYY (last pay date will be May YYYY).

2. If the member is participating in DD/EFT, the last payment made to the financial institution will be:

(a) The 15th payday if the member's ECC is in the later half of the month, and the monies due from the 15th payday through the ECC will be accrued all central until the finance officer has made final settlement.

(b) If the member's ECC falls in the first half of the month, all monies due from the 1st through the member's ECC will be accrued all central until the finance officer has made final settlement.

3. The following LES message will appear:

“ECC Date is YYYYMMDD. Pay and Allow Susp, Alots Terminated. POE Code is 00001.”

Situation 3. Member’s ECC is in June YYYY and the member has received approval for retirement (ENLM page on the CICS will indicate ECC/EAS flag of “4”).

1. Allotments will terminate from active duty during June YYYY (last pay date will be June YYYY). Allotments that the member has elected to continue will be deducted from their retired pay starting in July YYYY.

2. If the member is participating in DD/EFT, the last payment made to the financial institution will be:

(a) The 15th payday if the member’s ECC is in the later half of the month (excluding the last day), and the monies due from the 16th through the ECC will be accrued all central until the finance officer has made final settlement. If the member’s ECC falls on the last day of the month, the member will receive the 15th and the 1st payment by DD/EFT.

(b) If the member’s ECC falls in the first half of the month, all monies due from the 1st through the member’s ECC will be accrued all central until the finance officer has made final settlement.

3. The following LES message will appear:

“ECC Flag Denotes Will Retire – Please ensure SBP Election and Pay Data Forms Are Mailed to DFAS-CL/RP, 30 Days Before Retiring. Also, Ensure All Admin Actions for Retirement Are Done on Time to Avoid Delay Receiving First Retired Pay Payment.

010109. ECC Date Expired

A. If the ECC date has expired and leave and earnings statements (LESs) are still being received, the commanding officer must either drop the member or reestablish the MMPA using the appropriate diary statement.

B. If the member has been separated from active duty, the separation must be reported on the diary.

C. If the member has executed a new contract, the reentry must be reported.

D. If the member is extending their current contract and the extension has been executed, the MCTFS will automatically generate the transaction that will effect the extension.

E. If the member is being retained for the convenience of the government beyond their ECC date, an EAS COFG___ diary statement with an appropriate reason code must be reported. The pay status code is used to determine when the member is involuntarily extended or retained on active duty. When the pay status code denotes hospitalization or for legal reasons, pay and allowances continue to accrue as long as the member is retained in a full-duty status.

010110. ECC Date Logic And Visibility

A. Logic. The mid-month and end-of-month update and extract (U&E) before the month of the ECC accomplish the following:

1. The end-of-month U&E updates the member's record.

a. Allotments will be discontinued upon processing of the ECC cycle, which occurs the first day of each month.

b. Pay and allowances will be suspended.

2. The mid-month or end-of-month U&E stops direct deposit as appropriate, based on the ECC date.

B. Visibility. The following ECC statements, which are printed on the LES, provide commanding and finance/disbursing officers with additional information concerning the ECC date and the status of the member's account.

*1. These statements are shown whenever a processed diary statement has set the ECC date flag to one of these statuses:

<u>*ECC FLAG</u>	<u>ECC FLAG DENOTES</u>	<u>LES MESSAGE</u>
blank or 0	No indication of action or intent	ECC DATE IS _____. PAY AND ALLOWANCES AND ALLOTMENTS WILL TERMINATE UNLESS INTENT TO REMAIN ON ACTIVE SERVICE IS REPORTED.
1	Extension Executed	NONE (once the execution of the extension is reported the system will automatically effect the extension by generating TTC 117, when the ECC has been reached)
2	Reenlistment approved.	ECC FLAG DENOTES WILL REENTER
3	Retained for medical reasons.	ECC FLAG DENOTES COFG-MED
4	Retirement	ECC FLAG DENOTES WILL RETIRE
5	Retained for legal reasons.	ECC FLAG DENOTES COFG-LEG

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6	Retained involuntarily.	ECC FLAG DENOTES COFG-INV
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2. A diary entry reporting a member's intent to reenlist or extend will cause allotments to continue until they are manually stopped and the member's pay and allowances will continue for 30 days after the ECC. If a reenlistment or extension is not reported within 30 days after the ECC, pay and allowances will be suspended retroactively to the ECC date, allotments will continue to run, and the following statement will appear on the LES.

ECC DATE IS (YYYYMMDD). PAY AND ALLOW SUSP. POE CODE IS ____.

PART D: SAVED PAY

010111. Saved Pay

A. Reference. "DoDFMR", Vol. 7A, Chapter 1, paragraph 010203.

B. Action. When a member is entitled to saved pay, submit an entry each month to adjust those entitlements requiring change.

0102 ABSENCE

PART A: AUTHORIZED ABSENCE

010201. Leave Account

A. Reference. "DoDFMR", Vol. 7A, Chapter 1 paragraphs 010301, MCO P1050.3, and SECNAVINST 1050.5.

B. General. The leave account, activated on the first day of active duty and terminated on the last day of active duty, is maintained in the MMPA. Preferably, the video inquiry system (VIS) will be used to verify a member's leave account since it contains the most current information. However, if the VIS is not available the LES may be used. The VIS displays a member's leave balance on the 610 remark, leave periods on the 611 remark and the Leave Summary Data User View Screen which is described below. The 611 Remark displays a record of a member's leave periods, and is built and updated as leave transactions are reported at the end of each month. The Leave Summary View Data User Screen provides a summary of a member's leave account from various remarks within the MCTFS. When a retroactive leave transaction is reported, it will display the actual month the leave period should have posted.

C. 610 Remark. The 610 Remark provides a member's leave balance and is built monthly (for each month of active service), displaying changes that affect the leave balance, i.e., accrual, non-accrual, excess, lost leave, leave carryover and LSL Payment.

*****LEAVE BALANCE 610 REMARK*****

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SSN: XXXXXXXXXX NAME: LNAME/FNAME/INITIAL								
RUC: XXXXX COMPANY CODE: X PRES-GRADE: XXXX RECSTAT: X COMP CODE: XX								
PLT CODE: XXXX TRNGRP: R-RECSTAT: X RCOMP CODE: X								
	KILL	MONTH	DAYS		LV			LV
SEQ	DATE	COVERED	BF	EARN	NACCR	USED	EXCESS	BAL
XXXXX	YYYYMM	YYYYMM	XXXX.X	XXXX.X	XXXX.X	XXXX.X	XXXX.X	XXXX.X
DAYS	MAX	LV	LV	EFF		LSL		
CF	ACCRUAL	LOST	CARRYOVER	DATE	LSL	EFFDTD		
XXXX.X	XXXX.X	XXXX.X	XXXX.X	YYYYMMDD	XXX.X	YYYYMMDD		
ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE								
B: X-XXXXX-YYYY-XXXXX-XX-XXXX-YYYYMMDD								
E: X-XXXXX-YYYY-XXXXX-XX-XXXX-YYYYMMDD								

DAYS BF

Shows the leave balance at the end of the previous month. Negative leave balances (advance leave) are indicated by a minus sign preceding the leave balance. Will be different from the previous LES if TTC 550 was processed to change the balance.

EARN

Shows the number of days earned for the month. Leave adjustments may result in a leave-earned figure that is 2.5 days or is less than 2.5, or it may be a negative amount.

NONACCR

Shows the number of days of leave non-accrual.

USED

Shows the number of days chargeable leave used during the month. Leave taken that was not charged against the leave account (sick leave, etc.) is not shown in this block.

EXCESS

Shows the number of days of excess leave taken during an accounting period.

LEAVE BALANCE

Is the leave balance value after adding and subtracting all other fields in the remark as they apply.

DAYS CF

Shows the brought forward balance from the previous month's LES LV BAL.

***MAX ACCRUAL**

Shows the maximum number of days of leave that can be accrued up to the ECC date. This block contains zeros when there is no ECC date or the ECC date has expired.

LV LOST

Shows the number of days of leave dropped to reduce

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the balance to the maximum authorized by law at the end of a fiscal year.

*LV CARRYOVER

Shows the number of days leave carryover balance at the end of a period of active duty period and the effective date. For use by reservists performing periods of ActDu, 31 days minimum up to a maximum of 365 days served on or after 20011001. When a break of service is 24 hours of less, reserve members are authorized to make an election to carry all or a portion of their leave balance forward to a future period of ActDu. Reservists are authorized to be paid more than 60.0 days LSL within a career.

EFF DATE

Expiration date of the period of active duty

LSL

Number of days LSL paid

LSL EFF DT

Effective date of LSL payment

ADR

Shows the Authority/Date/Remark.

D. 611 Remark. The 611 Remark displays a record of a member's leave periods, identified by the Leave Type Code (LV Type CD). It is built when a leave period has been reported or an adjustment to a previous reported leave period has occurred.

*****LEAVE PERIOD 611 REMARK*****													
SSN: XXXXXXXXXX			NAME: LNAME/FNAME/MINITIAL										
RUC: XXXXX		COMPANY CODE: X			PRES-GRADE: XXXX			RECSTAT: X		COMP CODE: XX			
PLT CODE: XXXX TRNGRP:					R-RECSTAT: X			RCOMP CODE: X					
****LEAVE PERIODS****													
	KILL	ADJ	MONTH	LV	TYPE	CURR	LV	FROM	CURR	LV	TO	CMP	LES
SEQ	DATE	CD	COVERED	CD		HOUR	DATE	HOUR	DATE	DAYS		CD	CD
XXXXX	YYYYMM	X	YYYYMM	XXX		XXXX	YYYYMMDD	XXXX	YYYYMMDD	XXXX.X		X	X
ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE													
B: X-XXXXX-YYYY-XXXXX-XX-XXXX-YYYYMMDD													
E: X-XXXXX-YYYY-XXXXX-XX-XXXX-YYYYMMDD													

LV TYPE CODE

110 = annual, 111 = total days LSL sold, 120 = delay or TAD, 130 = sick, 140 = emergency, 160 = special noncharge, 170 = appellate, 171 = graduation noncharge, 180 = administrative, 190 = excess, and 191 = non-accrual period (for time lost), 200 = combat leave and 222 = days LSL sold excluded from taxes.

CURR HOUR

Shows the time the last leave period started.

LV FROM	Shows the date the last leave period started.
CURR HOUR	Shows the time the last period ended.
LV TO DATE	Shows the date the last period ended.
DAYS	Shows the number of days of the last type period that was processed.
CMP CD	A one-digit flag (4 or blank) indicating if the remark has been considered in an EOM U&E, normally scheduled around the 20 th of the month. A 4 indicates that the 610 remark has been updated during a cycle. A blank indicates U&E will update the 610 remark.
LES CODE	A LES Code of Y or N will indicate whether or not a leave period has posted to the LES CD.
ADJ CD	Will indicate a 1 if a leave period was credited.
*****A D R*****	Shows the Authority/Date/Remark.

E. Leave Summary Data User View (LEAV) Screen. The LEAV screen is displayed in two sections, a Leave Account and a Leave period section. The function of the screen is to display retroactive reported transactions on the actual month that the event should have posted, had the transaction(s) processed timely. The screen is accessible in the same manner as any other remark in the MCTFS. Enter LEAV to pull up the screen, then input the appropriate year and month to be reviewed.

```

LEAVE SUMMARY DATA USER VIEW (LEAV)

*****LEAVE SUMMARY DATA*****

ENTER MONTH: _____ (YYYYMM)

*****LEAVE ACCOUNT*****

LEAVE BF:          XXXX.X          CBT LV BF:          XX.X          TIME LOST:      XXX.X
LV EARNED:         XXXX.X          CBT LV EARNED:      XX.X          SAV LV BAL:     XX.X
LV NACCR:          XXXX.X          CBT LV USED:       XX.X          SAV LV USED:    XX.X
LV USED:           XXXX.X          CBT LV LOST:       XX.X          SAV LV PAID:    XX.X
LV BAL:            XXXX.X          CBT LV BAL:        XX.X
EXCESS LV:         XXXX.X          CBT LV PAID:       XX.X
MAX LV ACCR:       XXXX.X
LEAVE LOST:        XXXX.X          MAX CZTE WAGE:      $$$$$$.cc
LSL PAID           XXX.X          MTH TAX WAGE        $$$$$$.cc
CAREER LSL PAID    XXXX.X          UNUSED MTH TAX WAGE: $$$$$$.cc
                                   LV/LSL OFFSET TO CZTE BAL: $$$$$$.cc
                                   UNUSED MTH TAX WAGE BAL:  $$$$$$.cc

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LEAVE SUMMARY DATA USER VIEW (LEAV)

*****LEAVE SUMMARY DATA*****

ENTER MONTH: _____ (YYYYMM)

*****LEAVE PERIODS*****

TYPE OF LEAVE      LEAVE CODE  FROM TIME  TO TIME  DATE      DATE      NUMBER
ADJ  LEAVE          CODE      TIME     DATE      TIME     DATE      DAYS
X    ANNUAL         110     XXXX     YYYYMMDD XXXX     YYYYMMDD XXXX.X  ( *)
X    LSL            111     XXXX     YYYYMMDD XXXX     YYYYMMDD XXXX.X  X
X    DELAY          120     XXXX     YYYYMMDD XXXX     YYYYMMDD XXXX.X  X
X    SICK           130     XXXX     YYYYMMDD XXXX     YYYYMMDD XXXX.X  X
X    EMERGENCY      140     XXXX     YYYYMMDD XXXX     YYYYMMDD XXXX.X  X
X    SPECIAL NON-CHG 160     XXXX     YYYYMMDD XXXX     YYYYMMDD XXXX.X  X
X    APPELLATE      170     XXXX     YYYYMMDD XXXX     YYYYMMDD XXXX.X  X
X    GRAD NON-CHG   171     XXXX     YYYYMMDD XXXX     YYYYMMDD XXXX.X  X
X    ADMINISTRATIVE 180     XXXX     YYYYMMDD XXXX     YYYYMMDD XXXX.X  X
X    EXCESS         190     XXXX     YYYYMMDD XXXX     YYYYMMDD XXXX.X  X
X    NONACCR (TLST) 191     XXXX     YYYYMMDD XXXX     YYYYMMDD XXXX.X  X
X    COMBAT LEAVE   200     XXXX     YYYYMMDD XXXX     YYYYMMDD XXXX.X  X
X    LSL(DAS T/EXPT) 222     XXXX     YYYYMMDD XXXX     YYYYMMDD XXXX.X  X

(*) NOT POSTED TO LES
(Various Type of Leave Categories w/associated Leave Codes)

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F. Blocks 19 through 27 of the MCTFS LES displays the monthly leave balance of a member's leave account, which is described below:

LV BF Shows the leave balance at the end of the previous month. Negative leave balances (advance leave) are indicated by a minus sign preceding the leave balance.

EARNED Shows the number of days of leave earned for the month. Leave adjustments may result in a leave-earned figure that exceeds or is less than 02.5 days, or it may be a negative amount.

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USED	Shows the number of days of chargeable leave used during the month. Leave taken that was not charged against the leave account (sick leave, etc.) is not shown in this block.
EXCESS	Shows the number of days of excess leave charged during an accounting period.
BAL	Shows the balance of the leave account at the end of the accounting period.
MAX LV ACCRUAL	Shows the maximum number of days of leave that can be accrued up to the ECC date. This block contains zeros when there is no ECC date or the ECC date has expired. (Note: Leave that can be accrued during an enlistment extension is not included until the extension goes into effect.)
LOST	Shows the number of days of leave dropped to reduce the balance to the maximum authorized by law at the end of a fiscal year.
LSL SOLD	Shows the number of day's leave sold and the effective date.
CBT LV BAL	Shows the combat leave balance at the end of the accounting period.

G. Terminating the Leave Account. The leave account is terminated under the following conditions: separated from active service, desertion, fraudulent enlistment or reenlistment, appellate leave, extension effective, or upon an action that allows a member the choice to accept cash settlement (see Chapter 4, Section 4).

The 936 remark shows the establishment and termination of a leave account as shown below:

SSN:XXXXXXXXXX										**** MISCELLANEOUS LEAVE DATA 936 REMARKS ****										
KILL ***** LEAVE ACCOUNT *****										ENDING MLES NBR OF LV APP										
SEQ	DATE	STAT	CODE	BEGIN DATE	END DATE	BAL DATE	LV BAL	CODE	DAYS	DATE										
00001	999999	B		YYYYMMDD	YYYYMMDD	YYYYMMDD	15.0	1	00	00000000										
LES CODE										ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE										
N										B: 2-00063-YYYY-51990-03-0642-YYYYMMDD										
										E: 8-00063-YYYY-51990-03-0642-YYYYMMDD										

STATUS-CODE	Blank = a new account (never computed on), A = initial accrual performed, hereafter accrue on a monthly basis, B = terminated leave account, C = CofG reenlistment (initial accrual not performed), or R = immediate reenlistment (initial accrual not performed).
BEGIN-DATE	Shows the date the leave account was started.
END-DATE	Shows the date the leave account was terminated.
BAL-DATE	Shows the date of the leave account balance.

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ENDING LV-BAL Shows the leave account balance when it was terminated.

M LES CODE Blank (with STATUS CODE of A) = ongoing accrual on a monthly basis; Blank (with STATUS CODE of B) = accrual terminated, LSL, advance leave not reported; 1 = paid LSL; 2 = advance leave carried forward; and 3 = leave carried forward.

H. Reestablishing the Leave Balance. Members returning to active duty after completing the Excess Leave (LAW) Program, recalled from appellate leave, awaiting PEB proceedings, etc., must have their leave accounts reestablished. Also, a return from lengthy periods of desertion, IHCA, IHFA, etc., may require the reestablishment of a member's leave account upon verification of the leave account after time lost or a return to full duty status has been reported and processed. The leave account will also be reestablished whenever the commanding or finance officer determines that the account is erroneous. The finance officer will reestablish the leave account by using TTC 550 or 549, as appropriate. TTC 549 is to be reported to establish a negative leave balance. TTC 550 is to be reported to establish a zero or positive leave balance.

TTC/SEQ 549/◆

STRT|LV BAL ADV- (1) . | (2)

(1) Two-digit number of days

(2) Eight-digit effective date (YYYYMMDD, report the last day of preceding month if the update will process prior to the current EOM U&E, approximately the 20th of the month. Report the last day of the current month if the update will process after the current EOM U&E.)

◆TTC sequence 000=.0 and 001=.5

TTC/SEQ 550/000

STRT|LV BAL - (1) . (2) (3)

(1) Three-digit whole number of days (not to exceed 120 days)

(2) Fraction day (zero or .5)

(3) Eight-digit effective date (YYYYMMDD, report the last day of preceding month if the update will process prior to the current EOM U&E, approximately the 20th of the month. Report the last day of the current month if the update will process after the current EOM U&E.)

The authority discovering the error, either the commanding or finance officer, will compute the leave balance, starting with the last correct leave balance. Each period of leave, leave accrual, or non-accrual will be shown. The finance officer will use the supporting documents to substanti-

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ate the submission of a transaction to correct the leave balance and will forward the original of these supporting documents to the commanding officer (with an endorsement stating that a transaction has been submitted; e.g., "TRANSACTION SUBMITTED (DATE)"). The commanding officer will file these in the service record, where they will be retained until after the leave account is balanced during the next annual audit.

I. Leave Account Adjustment Entries (Leave Account Begin Date--936 Remark).

TTCs 556/000 and 557/000 are to be reported only when a member's leave account cannot be corrected by an administrative unit diary entry. If applicable, review the member's discounted meal rate (DMR) deduction in the 916 remark (credit), 924 remark (debit), 926 remark (misc. credit), and 927 remark (misc. debit) to determine if the leave period being adjusted is resident in the member's MMPA. When the leave period being adjusted is resident in the member's MMPA, when required the MCTFS will automatically credit/check the member's discounted meal rate (DMR). When the period being adjusted is not resident on these remarks within the member's MMPA, report a credit/checkage as applicable for the DMR.

TTC/SEQ 556/000

CRED|LV PRD- (1) TO (2) | (3)

(1) Eight-digit date leave period began

(2) Eight-digit date leave period ended (3) Eight-digit date of credit

Note. This TTC is reported to add leave days to the member's current leave balance.

TTC/SEQ 557/000

CHEK|LV PRD- (1) TO (2) | (3)

(1) Eight-digit date leave period began

(2) Eight-digit date leave period ended

(3) Eight-digit date of checkage

Note. This TTC is reported to deduct leave days from the member's current leave balance.

History statements thoroughly explaining the leave account adjustments must be reported with TTCs 549, 550, 556, or 557. When TTCs 556 and 557 are used, leave and monthly BAS will be adjusted by the system if the leave period is resident in either the member's 916 remark (subsistence credit), 924 remark (subsistence debit), 926 remark (misc. credit), or the 927 remark (misc. debit). When the leave period is not contained within one of the above remarks, TTC 550 or 549 must be used to adjust the leave balance. When using TTCs 550 and 549, leave and monthly BAS must be manually adjusted by reporting the applicable TTC and monetary amount. TTCs 549, 550, 556, and 557 do not adjust the lost dropped/leave balance.

010202. Leave Accounting

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A. Definitions. The definitions published in MCO P1050.3 apply to these procedures.

B. Chargeable Leave. Leave taken and reported by diary statement as annual, emergency, excess, appellate, or administrative leave or that reported as delay by the finance officer will adjust the leave account. These transactions also cause the credit or debit of entitlement affected by the leave and the status of the leave account.

C. Nonchargeable Leave. Leave taken and reported by diary statement as sick leave under the procedures contained in MCO P1080.40 does not adjust the leave account. However, the diary entries will credit or debit the entitlement affected by leave reported as nonchargeable.

D. Lost Leave. Leave balances that exceed "60 days due" on 30 September of each year will be reduced to 60 days. Leave periods taken before October 1 but not processed until after October 1 will be charged against the lost leave to the extent that lost leave is available. At the end of FY 2005, any leave lost will only be displayed on the September 2005 LES and on the 610 Remark. If lost combat leave, it will be reflected on the September 988 Remark.

010203. Establishing a Regular Leave Balance

A. Substantiation. NAVMC 11116.

B. Unit Commander's Responsibilities. There are various situations when a member's end of month leave balance is incorrect. When an enlisted or officer's regular leave balance is incorrect, it is the commander's responsibility to compute the correct leave balance, prepare a NAVMC 11116 providing the member's old leave balance, the correct leave balance and the reason the member's leave balance is being adjusted. Forward the NAVMC 11116 to the finance officer.

C. Finance Officer's Responsibilities. Verify that the leave balance being established is correct and comply with NAVMC 11116 by reporting TTC 550/000 below. When reporting TTC 550/000, the MCTFS will not automatically update or restore a member's regular lost leave or lost combat leave balance. To restore a member's regular lost leave or lost combat leave refer to paragraph 010205 below.

TTC/SEQ 550/000

STRT|LV BAL - (1) . (2) | (3)

(1) Three-digit Whole number of days (not to exceed 120 days).

(2) Fraction day (zero or .5)

(3) Eight-digit effective date (YYYYMMDD, report the last day of preceding month if the update will process prior to the current EOM U&E, approximately the 20th of the month. Report the last

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day of the current month if the update will process after the current EOM U&E.)

*Note 1. When reporting TTC 550/000, use the last U&E date. The last U&E date is available on the CICS Selection Menu, under the TRS Remark Summary Screen; Category P. TTC 550/000 can be future dated if it is reported after the end-of-month U&E.

Note 2. When TTC 550/000 is reported to adjust a leave balance, the following message is displayed on the LES: "This Month's Leave Brought Forward Does Not Match the Leave Balance of The Previous Month Due to Disbursing Officer Adjustment Using TTC 550, Start leave Balance."

010204. Establishing a Combat Leave Balance

A. Reference. Public Law 104-117, "DoDFMR", Vol. 7A, paragraphs 350102, 350103, and 440103, DFAS-HQ/FM Memorandum dated February 19, 1997 (Amended Treasury Regulations Section 112, Combat Zone Tax Exclusion), and MCO P1080.40.

B. General. Combat leave (CL) is regular leave earned for service in a designated Combat Zone Tax Exclusion (CZTE) area or earned when a member is hospitalized as a result of wounds, disease, or injury incurred while serving in a CZTE area. Effective January 1, 1996, the maximum number of days that may be earned for any month is 2.5 days, and any leave taken or paid while serving in a designated combat zone or after leaving a combat zone, will be first charged to a member's combat leave balance until it is exhausted. The first leave lost, used or LSL paid is combat leave. If a member currently has a combat leave balance for combat leave earned prior to January 1, 1996, any leave taken or paid in 1996 or future years is to be applied to a member's combat leave balance until it is exhausted.

1. The CL balance is displayed monthly in block 27 of the LES and the VIS displays a member's CL history in the 988 remark, which is described below. The CL balance is maintained separately in the MCTFS to identify the number of days that a service member may be entitled to a reduction in monthly taxable income for leave taken or for LSL that is paid when in a CZTE area or after leaving a CZTE area that results in a reduction to a member's combat leave balance. (The first leave used is to be combat leave and the first leave lost at the end of a FY is combat leave). The top portion of the Combat Leave Record (988 remark) provides a record of combat leave for all members (enlisted and officers). The bottom portion, COM OFF UNUSED COMBAT ZONE TAX EXCLUSION WAGE AMOUNT RECORD, provides combat leave information for only commissioned officers. Refer to Chapter 7 regarding the additional adjustments required when a commissioned officer's combat leave is corrected.

*****COMBAT LEAVE 988 REMARKS*****

SSN: XXXXXXXXXXXX

NAME: LNAME/FNAME/MINITIAL

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RUC: XXXXX	COMPANY CODE: X	PRES-GRADE: XXXX	RECSTAT: X	COMP CODE: XX					
	PLT CODE: XXXX	TRNGRP:	R-RECSTAT:	RCOMP CODE:					
*****COMBAT LEAVE RECORD*****									
SEQ	KILL DATE	MONTH COVERED	BF	EARN	USED	LOST	BAL	CLB CARRYOVER	EFFECTIVE DT
XXXXX	YYYYMM	YYYYMM	XX.X	XX.X	XX.X	XX.X	XX.X	XX.X	YYYYMMDD
*****COM OFF UNUSED COMBAT ZONE TAX EXCLUSION WAGE AMOUNT RECORD*****									
MAX CZTE	EXEMPT MONTHLY			LV/LSL OFFSET			UNUSED MONTHLY		
WAGE AMT	TAX WAGES			TO CZTE BAL			TAXABLE WAGE BAL		
\$XXXX.XX	\$XXXXX.XX			\$ 0.00			\$XXXXX.XX		
*****SAVED*****					*****SAVED*****				
WAGES	DATE	WAGES	DATE	LSL	LSL DATE				
\$\$\$\$\$.cc	YYYYMM	\$\$\$\$\$.cc	YYYYMM	XX.X	YYYYMMDD				

LOST

The combat leave lost when a member's leave balance exceeds 60.0 days at the end of a fiscal year (FY).

CLB CARRYOVER

Shows the number of days leave carryover balance at the end of the period of active duty and the effective date. For use by reservists performing periods of ActDu, 31 days minimum up to a maximum of 365 days served on or after 20011001. If there is a break in service of 24 hours or less, these members are authorized to make an election to carry all or a portion of their leave balance to a future period of ActDu. Reservists are authorized to be paid more than 60.0 days LSL within a career.

*****COM OFF UNUSED COMBAT ZONE TAX EXCLUSION WAGE AMOUNT RECORD*****			
MAX CZTE	EXEMPT MONTHLY	LV/LSL OFFSET	UNUSED MONTHLY
WAGE AMT	TAX WAGES	TO CZTE BAL	TAXABLE WAGE BAL
\$6315.90	\$ 6060.00	\$ 255.90	\$XXXXX.XX

MAX CZTE WAGE AMT

The maximum wage exclusion amount excluded from an officer's gross monthly taxable pay. This amount is equal to the highest rate of basic pay for the senior enlisted member (E-9S) plus imminent danger pay (IDP), if entitled.

EXEMPT MONTHLY TAX WAGES

Total monthly taxable wages earned during a month when assigned to a designated CZTE area that are wage/tax excluded.

LV/LSL OFFSET TO CZTE BAL

Value of the excludable taxable wages earned during an actual chargeable leave period or the value of the number days of LSL paid. This value is not to exceed the Unused Monthly Taxable wage balance for each 2.5 days of combat leave accrued.

UNUSED MONTHLY TAXABLE WAGE

This is the difference between the MAX CZTE WAGE AMT and the Exempt Monthly Taxable Wages amount allowed. This value

BAL represents the maximum additional monthly wage exclusion benefit an officer could be entitled to. When the monthly taxable wages is greater than the maximum CZTE wage amount, the unused monthly taxable wage balance is zero.

2. A service member's pay grade (enlisted, warrant officer or commissioned officer) and location are two factors to consider when determining if wage/tax exclusion provisions apply (also, refer to Chapter 7). Since CL is the first leave to be used, it is also to be charged ahead of all other leave, regardless of the sequence in which it was accrued. The following example is provided:

A SSgt is on annual leave for the period June 10, YYYY – June 15, YYYY (6 days). The member received TAD orders to a designated CZTE area for the period June 25, YYYY through August 25, YYYY. The member accrues 2.5 days CL for June YYYY. When the MCTFS calculates leave at the end of June, the member will be charged 6.0 days annual leave of which 3.5 days is charged as regular leave and 2.5 days is charged as combat leave; leaving a balance of 0.00 days CL June 30th.

C. Substantiation. NAVMC 11116 and Copy of the Combat Leave Balance Worksheet.

D. Unit Commander's Action. When an enlisted or officer's combat leave balance is incorrect, it is the commander's responsibility to compute the correct leave balance, prepare a NAVMC 11116 stating the member's old combat leave balance, the correct combat leave balance, and the diary number and date the correct combat leave balance (TTC 440/000) was reported.

1. Forward the NAVMC 11116 and a copy of the Combat Leave Worksheet to the finance officer. Coordinate with the finance officer to ensure the diary entry correcting/changing the member's combat leave balance is processed within the same end-of-month U&E as the finance officer's diary entries correcting/starting the member's taxable wages year-to-date on the Wage and Tax Summary Data Screen (WGTX), LV/LSL OFFSET TO CZTE BAL (TTC 697/000) and unused CZTE-wage balance year-to-date (TTC 697/001). Refer to Chapter 7 regarding the reporting of TTC 697.

2. File the original Combat Leave Worksheet in the member's service record book.

E. Finance Officer's Action. Upon receipt of the substantiating documents, correct/start the member's taxable wages year-to-date (D606 and D988 remarks), LV/LSL OFFSET TO CZTE BAL (TTC 697/000) and unused-CZTE-wage-balance (TTC 697/001). Refer to Chapter 7, Section 1, for examples and the applicable diary entries to report.

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F. Finance Officer's Action Establishing Combat Leave Balances. To correct or update an enlisted or officer's combat leave balance the following diary entries are to be reported. Coordination with a member's administrative unit is required.

1. Establishing a Combat Leave Balance. To correct or update a service member's combat leave balance, report TTC 550/002 as follows. Reporting TTC 550/002 will not adjust a member's lost combat leave balance.

TTC 550/002

STRT|CBT-LV BAL (1) . (2) | (3)

(1) Three-digit whole number of days (not to exceed 120 days)

(2) Fraction day (zero or .5)

(3) Eight-digit effective date (YYYYMMDD, report the last day of preceding month if the update will process prior to the current EOM U&E, approximately the 20th of the month. Report the last day of the current month if the update will process after the current EOM U&E.)

Note. When reporting TTC 550/002, use the last U&E date. The last U&E date is available on the CICS Selection Menu, under the TRS Remark Summary Screen, Category P. TTC 550/002 can be future dated if it is reported after end-of-month U&E.

010205. Restoring Lost Regular Leave

*A. General. At the end of the fiscal year, leave in excess of 60 days is lost, unless the member is specifically authorized to have lost leave in excess of 60 days restored. The policies governing restoration of lost leave in excess of 60 days (not to exceed 90 days or 120 days) are published in SECNAVINST 1050.5, MCO P1050.3 and MARADIM 455/06. It is Marine Corps policy to authorize members to accrue up to 90 days or 120 days earned leave. Leave accrued in excess of 60 days is lost if the leave is not used before the end of the third fiscal year (FY) following the fiscal year in which the qualifying duty is terminated. Requests for special leave accrual must be submitted through the chain of command to the approving authority no later than the end of the first quarter of the following fiscal year for which the member is requesting special leave accrual. For example, a request for FY 2007 special leave accrual must have been submitted to the approving authority by December 31, 2007. However, approving authorities have the authority to waive this time requirement on a case-by-case basis (refer to MCO P1050.3, paragraph 2008.3(h)). When a member's leave balance is reduced to 60 days or less during the fiscal year, the member no longer qualifies for leave restoration, regardless of the member's leave balance on September 30 of that fiscal year.

*B. Accrued Leave in Excess of 60 Days. Effective October 1, 2006 (FY 07), active duty members who have not been authorized annual leave as a consequence of operations

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associated with Operation Enduring Freedom (OEF) and Operation Iraqi Freedom (OIF) may be authorized to accumulate annual leave in excess of 60 days not to exceed a maximum of 120 days. To be authorized 60 days of Special Leave Accrual (SLA), active duty members must serve at least 120 continuous days in an area they received Hostile Fire/Imminent Danger pay or be assigned to a deployable ship or mobile unit and operate away from its designated homeport for a continuous period of at least 60 days. Members are authorized to retain this leave until September 30, 2008 (end of FY 09). For additional information refer to MARADMIN 455/06.

*Note. At the end of FY 2006, any lost leave will only be displayed on the September 2006 LES and on the 610 Remark.

1. Effective Oct 1, 2006 (FY 07), for those active duty members supporting the global war on terrorism (GWOT) who are not associated with OEF and OIF, and were denied the opportunity to take leave during FY 07, only 30 days of SLA are authorized. Members may be authorized to retain this leave until September 30, 2007 (end of FY 07). For additional information regarding members considered supporting GWOT and SLA, refer to MARADMIN 455/06.

2. As a result of the operations associated with Hurricane Katrina, active duty members who have lost leave (as shown on their October 2005 LES) may be authorized Special Leave Accrual in excess of 60 days not to exceed a maximum of 120 days. Refer to MARADMIN 209/06.

C. VIS Screens and LES Illustrations.

1. The following examples of the VIS screen and the LES illustrate the leave account of a member who had a leave balance of 85 days of accrued leave brought forward from the July accounting period and did not take chargeable leave through 30 September. The 610 remark would show the following after August end-of-month (EOM) U&E has processed:

*****LEAVE BALANCE 610 REMARK*****								
SSN: XXXXXXXXXX NAME: LNAME/FNAME/MINITIAL								
RUC: XXXXX COMPANY CODE: X PRES-GRADE: XXXX RECSTAT: X COMP CODE: XX								
PLT CODE: XXXX TRNGRP: R-RECSTAT: X RCOMP CODE: X								
	KILL	MONTH	DAYS		LV			LV
SEQ	DATE	COVERED	BF	EARN	NACCR	USED	EXCESS	BAL
00001	999999	YYMM	85.0	2.5	00.0	00.0	00.0	87.5
DAYS	MAX	LV	LV	EFF			LSL	
CF	ACCRUAL	LOST	CARRYOVER	DATE	LSL		EFFDTD	
00.00	60.0	0.00	0.00	YYYYMMDD	00.0		YYYYMMDD	
ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE								
B: X-XXXXX-YYYY-XXXXX-XX-XXXX-YYYYMMDD								

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E: X-XXXXX-YYYY-XXXXX-XX-XXXX-YYYYMMDD

Section E of the August LES would show:

19 LV BF	20 EARNED	21 USED	22 EXCESS	23 BAL	24 MAX ACCRUAL	25 LOST	26 SOLD /AS OF	27 CBT LV BAL
85.0	2.5	0.0	0.0	87.5	0.0	0.0	0.0	0.0

*****LEAVE BALANCE 610 REMARK*****

SSN: XXXXXXXXXXXX NAME: LNAME/FNAME/MINITIAL

RUC: XXXXX COMPANY CODE: X PRES-GRADE: XXXX RECSTAT: X COMP CODE: XX

PLT CODE: XXXX TRNGRP: R-RECSTAT: X RCOMP CODE: X

SEQ	KILL DATE	MONTH COVERED	DAYS BF	EARN	LV NACCR	USED	EXCESS	LV BAL
00001	999999	YYYYMM	87.5	2.5	XXXX.X	XXXX.X	XXXX.X	60.0

DAYS	MAX	LV	LV	EFF	LSL
CF	ACCRUAL	LOST	CARRYOVER	DATE	LSL
00.00	XXXX.X	30.0	60.0	YYYYMMDD	0.00

ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE

B: X-XXXXX-YYYY-XXXXX-XX-XXXX-YYYYMMDD

E: X-XXXXX-YYYY-XXXXX-XX-XXXX-YYYYMMDD

Section E of the September LES would show:

19 LV BF	20 EARNED	21 USED	22 EXCESS	23 BAL	24 MAX ACCRUAL	25 LOST	26 SOLD /AS OF	27 CBT LV BAL
87.5	2.5	0.0	0.0	60.0	0.0	30.0	0.0	0.0

2. The following examples of the VIS screen and LES displays the leave account of a member who had a leave balance of 85.0 days of accrued leave brought forward from the July accounting period and took 15 days of chargeable leave (10 through 24 September). The 15 days of leave were not reported and processed until October. The 610 remark screen would show the following after August EOM U&E has processed:

*****LEAVE BALANCE 610 REMARK*****								
SSN: XXXXXXXXXX NAME: LNAME/FNAME/MINITIAL								
RUC: XXXXX COMPANY CODE: X PRES-GRADE: XXXX RECSTAT: X COMP CODE: XX								
PLT CODE: XXXX TRNGRP: R-RECSTAT: X RCOMP CODE: X								
	KILL	MONTH	DAYS		LV			LV
SEQ	DATE	COVERED	BF	EARN	NACCR	USED	EXCESS	BAL
0001	999999	YYYYMM	85.0	2.5	00.0	00.0	00.0	87.5
DAYS	MAX	LV	LV	EFF			LSL	
CF	ACCRUAL	LOST	CARRYOVER	DATE	LSL	EFFDTD		
0.00	0.00	0.0	0.00	YYYYMMDD	0.00	YYYYMMDD		
ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE								
B: X-XXXXX-YYYY-XXXXX-XX-XXXX-YYYYMMDD								
E: X-XXXXX-YYYY-XXXXX-XX-XXXX-YYYYMMDD								

Section E of the August LES would show:

19	20	21	22	23	24	25	26	27	
LV BF	EARNED	USED	EXCESS	BAL	MAX	LOST	SOLD/AS	CBT LV BAL	
					ACCRUAL		OF		
85.0	2.5	0.0	0.0	87.5	0.0		0.0	0.0	

The September EOM 610 screen would show:

*****LEAVE BALANCE 610 REMARK*****								
SSN: XXXXXXXXXX NAME: LNAME/FNAME/MINITIAL								
RUC: XXXXX COMPANY CODE: X PRES-GRADE: XXXX RECSTAT: X COMP CODE: XX								
PLT CODE: XXXX TRNGRP: R-RECSTAT: X RCOMP CODE: X								
	KILL	MONTH	DAYS		LV			LV
SEQ	DATE	COVERED	BF	EARN	NACCR	USED	EXCESS	BAL
00001	999999	YYYYMM	87.5	2.5	00.0	00.0	00.0	60.0
DAYS	MAX	LV	LV	EFF			LSL	
CF	ACCRUAL	LOST	CARRYOVER	DATE	LSL	EFFDTD		
0.00	0.00	30.0	0.00	YYYYMMDD	0.00	YYYYMMDD		
ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE								
B: X-XXXXX-YYYY-XXXXX-XX-XXXX-YYYYMMDD								
E: X-XXXXX-YYYY-XXXXX-XX-XXXX-YYYYMMDD								

Section E of the September LES would show:

9	20	21	22	23	24	25	26	27
LV BF	EARNED	USED	EXCESS	BAL	MAX	LOST	SOLD/AS	CBT LV BAL
					ACCRUAL		OF	
87.5	2.5	0.0	0.0	60.0	0.0	30.0	0.0	0.0

The October EOM 610 and 611 remark screens would show:

```

*****LEAVE BALANCE 610 REMARK*****

SSN: XXXXXXXXXX NAME: LNAME/FNAME/INITIAL
RUC: XXXXX COMPANY CODE: X PRES-GRADE: XXXX RECSTAT: X COMP CODE: XX
PLT CODE: XXXX TRNGRP: R-RECSTAT: X RCOMP CODE: X

      KILL      MONTH      DAYS      LV
SEQ  DATE      COVERED    BF      EARN      NACCR      USED      EXCESS    BAL
00001 999999    YYYYMM    60.0    2.5      00.0      15.0      00.0      62.5

DAYS      MAX      LV      LV      EFF      LSL
CF      ACCRUAL    LOST    CARRYOVER    DATE      LSL      EFFDTD
0.00    0.00      30.0    0.00      YYYYMMDD    0.00    YYYYMMDD

      ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE
      B: X-XXXXX-YYYY-XXXX-XX-XXXX-YYYYMMDD
      E: X-XXXXX-YYYY-XXXX-XX-XXXX-YYYYMMDD

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*****LEAVE PERIOD 611 REMARK*****

SSN: XXXXXXXXXX NAME: LNAME/FNAME/INITIAL
RUC: XXXXX COMPANY CODE: X PRES-GRADE: XXXX RECSTAT: X COMP CODE: XX
PLT CODE: XXXX TRNGRP: R-RECSTAT: X RCOMP CODE: X

      ****LEAVE PERIODS****

      KILL      ADJ MONTH      LV TYPE CURR LV FROM      CURR LV TO      CMP      LES
SEQ  DATE      CD      COVERED    CD      HOUR DATE      HOUR DATE      DAYS      CD      CD
0001 200X10    X      YYYYMM    110      0001 200X09 2359 200X09      15.0    X      X

      ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE
      B: X-XXXXX-YYYY-XXXX-XX-XXXX-YYYYMMDD
      E: X-XXXXX-YYYY-XXXX-XX-XXXX-YYYYMMDD

```

Section E of the October LES would show:

19	20	21	22	23	24	25	26	27
LV BF	EARNED	USED	EXCESS	BAL	MAX ACCRUAL	LOST	SOLD/AS OF	CBT LV BAL
60.0	2.5	15.0	0.0	62.5	0.0	15.0	0.0	0.0

D. Unit Commander's Authority and Responsibilities. Unit commanders administer and approve the restoration of lost accrued leave in excess of 60 days, as prescribed in MCO P1050.3 and SECNAVINST 1050.5, for eligible members. The maximum number of days of lost leave that may be restored is the balance lost on September 30, after consideration of all leave used during the fiscal year, unless a lesser amount is specified. For members who are authorized to have lost accrued leave restored, prepare a NAVMC 11116 for submission to the finance officer. Unit commanders are delegated the authority to grant special leave accrual up to 90 days in the following situations:

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(1) Hostile Fire or Imminent Danger Area. When members are on active duty for a continuous period of at least 120 days in an area where they are continuously entitled to special pay (imminent danger/hostile fire pay).

(2). Deployable Ship or Mobile Unit. When members serve on a deployable ship, mobile unit, or other similar duty which (because of operational mission requirements) deploys or operates away from its homeport or home base for a continuous period of at least 60 days.

(3) Deployable Ship or Mobile Unit Homeported or Home Based Overseas. When members serve on a deployable ship, mobile unit, or similar duty permanently home-ported or home-based outside the 50 United States for at least 60 days. The ship or unit is required to maintain a higher than normal condition of readiness while in port or at home base and is deployed more than 50 percent of the time which prevents normal use of earned leave before it is lost at the end of the fiscal year.

(4) Force Commanders. The Commander, Marine Forces Atlantic and Pacific, and the Commander, Marine Forces Reserve (to include Headquarters Staff), are authorized to approve special leave accrual for members serving on other prescribed duty (e.g., to support a designated contingency operation) for a continuous period of 60 days or more during a fiscal year when that duty prevents the members from taking leave to reduce their leave balances to 60 days before the end of the fiscal year.

(5) Joint Service. When a member is serving in a joint organization, the determination will be made by the joint organization in which he/she is serving.

(6) HQMC/MPO-40. When an accrued leave case in excess of 60 days can not be approved by unit commanders and force commanders, the case must be sent to HQMC/MPO-40 for approval. The form must include one of the following statements:

(a) For requests approved by the HQMC:

— OTHER	RESTORATION OF _____ DAYS OF ACCRUED LEAVE IN EXCESS OF 60 DAYS LOST ON 30 SEP (YEAR) IS AUTHORIZED FOR FISCAL YEAR _____. COPY OF THE HQMC/MPP-40 APPROVAL ATTACHED.
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(b) For requests approved by unit commanders and force commanders identified in MCO P1050.3H (attach a copy of the approval from force commanders):

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_ OTHER	RESTORATION OF _____ DAYS OF ACCRUED LEAVE IN EXCESS OF 60 DAYS LOST ON 30 SEP (YEAR) IS AUTHORIZED FOR FISCAL YEAR _____. AUTHORIZATION IS UNDER PARAGRAPH (CITE APPROPRIATE PARAGRAPH AND SUBPARAGRAPH), MCO P1050.3. QUALIFYING DUTIES PREVENTED NORMAL USE OF EARNED LEAVE BEFORE THE END OF THE FISCAL YEAR.
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E. Verify the member's leave balance on 30 September for the fiscal years after the fiscal year in which the qualifying duties are terminated, or until the restored leave is used, whichever is less. If the member did not use the leave and the fiscal year retention period has not expired, prepare an 11116 for submission to the finance officer. The form must include the following statement:

OTHER	MARINE WAS AUTHORIZED RESTORATION OF LOST ACCRUED LEAVE IN EXCESS OF 60 DAYS FOR FISCAL YEAR THROUGH THE END OF FISCAL YEAR _____, THE MARINE HAS NOT USED DAYS OF LEAVE RETAINED IN EXCESS OF 60 DAYS.
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F. Finance Officer's Action Restoring Regular Lost Leave Balance and Combat leave Balance. To correct or update an enlisted or officer's regular lost leave balance and combat leave balance, the following diary entry is to be reported.

1. Restoring Lost Leave Balance. To restore a service member's regular lost leave balance and combat leave balance, report TTC 598/000 as follows.

TTC 598/000

STRT|LOST LV BAL |(1).(2)|(3)

- (1) Three-digit whole number of days (not to exceed 120 days)
- (2) Fraction day (zero or .5)
- (3) Eight-digit effective date (YYYY0930)

2. Restoring Lost Leave Adjustment Examples.

a. Situation. A members leave period is reported after October 1, YYYY before their lost leave balance has been adjusted. Member departed the CZTE area in August YYYY. The members August LES shows a ending leave balance: 72.5 days and a combat leave balance of 17.5 days. The member's September LES shows:

Beginning Leave Balance:	72.5
Leave Accrual:	2.5
Leave Lost:	15.0
Combat Leave Balance:	02.5 (first leave used or lost is combat leave)

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Member has a leave period YYYY0915-YYYY0924 (10 days) that was reported during October YYYY (after EOM September YYYY U&E). In November the finance officer receives a NAVMC 11116 to restore the member's lost regular leave balance of 5 days regular leave balance and 5.0 days lost combat leave (the leave period YYYY0915-YYYY0924 was considered). The below diary entry will be required to be reported. When reported and processed, as of YYYY0930, the MCTFS will adjust the members regular leave balance to 65.0 days and will automatically restore the members lost combat leave balance of 7.5 days.

TTC 598/000 STRT|LOST LV BAL 00.0|YYYY0930

b. Situation. Same situation as above except the members leave period YYYY0915-YYYY0924 (10 days) is reported after the members lost leave balance was restored by the finance officer. In October the finance officer receives a NAVMC 11116 to restore the member's lost regular balance of 15.0 days and 15.0 days lost combat leave. To restore the members lost regular leave balance and combat leave balance as of YYYY0930, the finance officer is to report the below diary entries. Because the members lost leave balance was previously restored, the MCTFS will automatically adjust the members regular leave balance and combat leave balance. No further action will be required.

c. Situation. A members leave period is reported after October 1, YYYY, before the lost leave balance has been restored. The member departed the CZTE area in August. The members combat leave balance as of August 31, YYYY was 20.0 days. On September 1, YYYY, the members September LES shows:

Beginning Leave Balance:	77.5
Leave Accrual:	2.5
Leave Lost:	20.0
Combat Leave Balance	00.0 (first leave used or lost is combat leave)

Member has a leave period YYYY1002-YYYY1016 (15 days) that was reported during October YYYY (after EOM September YYYY U&E). In November the finance officer receives a NAVMC 11116 to restore the member's lost regular leave balance of 20 days and 20 days lost combat leave. When the October leave period is reported, the MCTFS will not consider the members combat leave balance because on September 30, YYYY it was reduced to zero. The finance officer is to report the below diary entry to restore the members regular leave balance of 80.0 days and combat leave balance of 20.0 as of YYYY0930. When TTC 598/000 is reported to restore the members lost regular leave balance, the MCTFS will automatically restore the members 20.0 days lost combat leave balance.

TTC 598/000 STRT|LOST LV BAL 00.0|YYYY0930

After the above diary entry is reported, the MCTFS will adjust the members leave balance on the November LES to reflect a regular leave balance of 70 days (80 plus 5.0 accrued for October and November less 15 days for the leave period), and automatically restore a combat leave balance of 5.0 days (20 days combat leave less 15 days combat leave). First leave lost or used is combat

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leave. For the 15 days combat leave taken, the MCTFS will automatically adjust the members taxable wages and FITW and SITW taxes.

Note. Once the restoring adjustments have posted, a thorough audit of a members leave account must be made to ensure that the leave accounts have adjusted correctly.

*G. NAVMC 11116 Example. The following NAVMC 11116 entry is to be used for each of the following situations. If the member does not use the leave by the end of the proper fiscal year, the unit commander must inform the finance officer by completing the NAVMC 11116 and send a message to the DFAS-HTSBD/KC to adjust the lost/dropped leave balance to zero.

OTHER MARINE WAS AUTHORIZED RESTORATION OF LOST/COMBAT ACCRUED LEAVE IN EXCESS OF 60 DAYS FOR FISCAL YEAR. THROUGH THE END OF FISCAL YEAR, THE MARINE WAS RETAINED IN EXCESS OF 60 DAYS.

Note. If a qualifying period begins or ends during any portion of a month like the 5th, 15th or 25th, 2.5 days leave is credited for the whole month. Also, when computing lost leave in excess of 60 days, compute the leave in chronological order, one year at a time.

1. Situation. A member must have lost leave for the first fiscal year, otherwise the member does not qualify for any restoration for that qualifying period. For example, a member is deployed for the period February 15, 1999, to July 28, 1999. The member's leave balance on January 31, 1999, was 20.0 days. The member accrued 15.0 days of leave for the period February 1, 1999, through July 31, 1999. The member's leave balance as of September 30, 1999, was 40.0 days. The member cannot have lost leave restored because the member does not have any lost leave from the prior fiscal year. In fiscal year 2000, the member accrues 30.0 days of leave for the period October 1, 1999, through September 30, 2000. The member's leave balance on September 30, 2000, is 70 days (40.0 days plus 30.0 days accrued). The member loses 10.0 days because the member did not have any leave restored effective October 1, 1999.

2. Situation. A member is assigned to unit deployment program which is a designated mobile unit deployed from February 10, 1999, through August 15, 1999, but was not entitled to hostile fire pay/imminent danger pay. The member's leave balance on January 31, 1999, is 41.5 days. The member accrues 17.5 days for the period February 1, 1999, through August 31, 1999, and 2.5 for the period September 1, 1999, through September 30, 1999. The leave balance on September 30, 1999, is 61.5 days. The total leave to be restored, effective October 1, 1999, is 1.5 days. The member accrues 30.0 days leave October 1, 1999 through September 30, 2000, and takes 22.0 days leave. The leave balance on September 30, 2000, is 69.5 days. The member can only have 1.5 days of lost leave restored from fiscal year

2000. The member's leave balance on October 1, 2000, is 61.5 days. The member has until September 30, 2002 to use or lose 1.5 days of leave.

3. Situation. A member assigned to a unit participating in a unit deployment program, which was a designated mobile unit deployed May 15, 1999, through December 30, 1999, was not entitled to hostile fire pay/imminent danger pay. The member had 60 days leave balance effective April 30, 1999. The total leave to be restored effective January 1, 2000, would be 20.0 days (12.5 for period May 1, 1999 through September 30, 1999, and 7.5 days for the period October 1, 1999, through December 31, 1999). A total of 20 days of lost leave could be carried forwarded for 3 fiscal years from October 1, 1999. This lost leave is not eligible for restoration until it has been lost on October 1, 1999 (FY 2000).

4. Situation. A member was assigned to a unit participating in a unit deployment program, which was a designated mobile unit deployed from June 6, 1999 through November 19, 1999, and was entitled to hostile fire pay/imminent danger pay. The member's leave balance on September 30, 1999, was 73.0 days. The member lost 13.0 days of leave because the member was not entitled to leave restoration (the member was deployed less than 120 days as of September 30, 1999, resulting in a balance of 60.0 days on October 1, 1999). The member only took 10.0 days of leave during fiscal year 2000 (May 2000). As the member accrued 30.0 days of leave during the fiscal year 2000, the member's leave balance on September 30, 2000, was 80.0 days. Members can normally carry forward 60.0 days of leave into the next fiscal year. In this case, the member's commanding officer authorized restoration of 20.0 days of lost leave, resulting in a leave balance of 80.0 days as of October 1, 2000. If the member takes 40.0 days of leave during fiscal year 2001, with an accrual of 30.0 days, the balance at the end of fiscal year 2001 would be 70.0 days (60.0 days regular leave plus 10.0 days of restored leave still remaining). During fiscal year 2002, the member takes 15.0 days leave and accrues 30 days. On October 1, 2002, the member's leave balance reverts to 70.0 days (60.0 days plus 10.0 days restored leave with 15.0 days lost). The member has through September 30, 2003, to use the fiscal year 2000 restored leave balance.

5. Situation. A member assigned to a unit participating in a unit deployment program which was a designated mobile unit deployed from May 15, 1999 through March 31, 2000, was entitled to hostile fire pay/imminent danger pay. The member had a leave balance of 67 days effective April 30, 1999. The total leave to be restored effective April 1, 2000, would be 30 days, the maximum allowed by law even though total leave lost would be 34.5 days. The 30 days leave would be carried over for 3 fiscal years from October 1, 2000. The member must use or lose the 30 days by September 30, 2003. Any amount of leave over 30 days is lost if the operational duty exceeds 12 months or the calculations exceed 30 days lost leave.

010206. Establishing and Restoring a Reservists Regular and Combat Leave Balance

A. Beginning on or after October 1, 2001, a reserve member on active duty for at least 31 days, but not more than 365 days (unless the period of active duty is in support of a contingency operation) can elect the payment of accrued unused leave in excess of 60 days or can elect to carryover regular and combat leave to an another period of active duty. To be

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authorized to carryover unused leave to another period of active duty, a member must have a break in service of less than 24 hours.

B. To establish a reserve member's regular leave balance returning from a prior active duty period of 31-365 days who elected to carryover their regular leave balance, report TTC 550/001 as follows. Reporting TTC 550/001 will not update a reserve member's Combat Leave Balance.

TTC 550/001

STRT|LV CARRYOVER BAL (1). (2)| (3)

- (1) Three-digit whole number of days (not to exceed 120 days)
- (2) Fraction day (zero or .5)
- (3) Eight-digit effective date (YYYYMMDD, report the last day of preceding month if the update will process prior to the current EOM U&E, approximately the 20th of the month. Report the last day of the current month if the update will process after the current EOM U&E.)

Note. When reporting TTC 550/001, use the last U&E date. The last U&E date is available on the CICS Selection Menu, under the TRS Remark Summary Screen, Category P. TTC 550/001 can be future dated if it is reported after end-of-month U&E.

C. To establish or update a reserve member's regular leave balance and their leave carryover balance at the same time, report TTC 550/004 as follows:

TTC 550/004

STRT LV BAL (1).(2)CARRYOVER BAL (1).(2)|(3)

- (1) Three-digit whole number of days (not to exceed 120 days)
- (2) Fraction day (zero or .5)
- (3) Eight-digit effective date (YYYYMMDD, report the last day of preceding month if the update will process prior to the current EOM U&E, approximately the 20th of the month. Report the last day of the current month if the update will process after the current EOM U&E.)

Note. When reporting TTC 550/004, the last U&E date is available on the CICS Selection Menu, under the TRS Remark Summary Screen, Category P. TTC 550/004 can be future dated if it is reported after end-of-month U&E.

D. Establishing a Reservists Combat Leave Balance. To establish a reserve member's combat leave balance returning from a prior active duty period of 31-365 days who

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elects to carryover their combat leave balance, report TTC 550/003 as follows. When reporting TTC 550/003 the MCTFS will not update a reserve member's Lost Combat Leave Balance.
TTC 550/003

STRT|CBT-LV CARRYOVER BAL (1).(2)| (3)

- (1) Three-digit whole number of days (not to exceed 120 days)
- (2) Fraction day (zero or .5)
- (3) Eight-digit effective date (YYYYMMDD, report the last day of preceding month if the update will process prior to the current EOM U&E, approximately the 20th of the month. Report the last day of the current month if the update will process after the current EOM U&E.)

Note. When reporting TTC 550/003, use the last U&E date. The last U&E date is available on the CICS Selection Menu, under the TRS Remark Summary Screen, Category P. TTC 550/003 can be future dated if it is reported after end-of-month U&E.

E. Restoring a Reserve Member's Lost Combat Leave and Combat Leave Carryover Balance. To restore a Reserve member's combat leave balance and their combat leave carryover balance at the same time, report TTC 550/005 as follows:

TTC 550/005

STRT|CBT-LV BAL (1).(2) CBT-LV CARRYOVER BAL (1).(2)|(3)

- (1) Three-digit whole number of days (not to exceed 120 days)
- (2) Fraction day (zero or .5)
- (1) Three-digit whole number of days (not to exceed 120 days)
- (2) Fraction day (zero or .5)
- (3) Eight-digit effective date (YYYYMMDD, report the last day of preceding month if the update will process prior to the current EOM U&E, approximately the 20th of the month. Report the last day of the current month if the update will process after the current EOM U&E.)

Note. When reporting TTC 550/005, use the last U&E date. The last U&E date is available on the CICS Selection Menu, under the TRS Remark Summary Screen, Category P. TTC 550/005 can be future dated if it is reported after end-of-month U&E.

The lost leave is not eligible for restoration until it has been lost on October 1, 2000.

010207. Leave Accrual/Non-accrual

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A. Reference. U.S. Code Manual, Title 10, Section 701, and “DoDFMR”, Vol. 7A, Chapter 1, paragraph 010301.A and MCO P1050.3.

B. Accrual

1. Days Accrued. Service members on active duty for 30 consecutive days (one month) accrue 2.5 days of leave. The maximum number of days of leave accrual per calendar month is 2.5 days. When active service begins or ends on an intermediate day of the month, leave accrues as follows:

<u>No. Days Served</u>	<u>Leave Accrual</u>
1 through 6	0.5 days
7 through 12	1.0 days
13 through 18	1.5 days
19 through 24	2.0 days
25 through 31	2.5 days

Note. February is always considered a 30-day month for leave accrual purposes. The 31st day of a 31-day month is only considered if that is the day the member enters active service.

2. Accrual Situations. Leave will continue to accrue during the following situations:

- (a). Periods awaiting results of physical evaluation board proceedings.
- (b). Periods of allowable traveltime for reservists in connection with entry onto active duty or release from active duty.
- (c). Periods of sick, graduation, or special leave.
- (d). Periods of confinement imposed as nonjudicial punishment.

3. Reenlistments. The maximum number of days’ leave accrual that may be earned in a calendar month is 2.5 days.

4. Non-accrual. Leave does not accrue for periods not served. No more than 2.5 days of leave accrual will be forfeited for any full month. Groups of consecutive days of non-accrual within a month will be considered collectively as one period when determining the number of days of leave to be forfeited. Consecutive days of non-accrual that bridge the end of 1 month and the beginning of the next month will be considered as separate periods of non-accrual, each in the month of occurrence. Leave non-accruals are based on a 30-day month, including months when time lost occurs. Leave accrual for months in which time lost occurs is based on the time not served. When the non-accrual period begins on the 31st day of a month, a non-accrual computation, to include the 31st day of a month, must be considered. When the

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non-accrual period begins on other than the 31st day of a 31-day month, the 31st day is not considered.

5. The following illustrates the appropriate method of non-accrual computation:

- (a) Compute the number of days lost.
- (b) Subtract that number from 30 to determine the number of good days served during the month.
- (c) Divide the number of good days served during the month by 6.
- (d) A leave accrual of 1/2 day is earned for each full 6-day period.

Examples:

Member goes U/A from 0730 YYYY0629 to 2100 YYYY0704 (TL = 6/29-7/03), and again from 1500 YYYY0728 to 0900 YYYY0801 (TL = 7/28-7/31). There are no other periods of non-accrual for the months of June or July.

June = > 2 days of time lost: $30 - 2 = 28$ good days during the month. $28 \div 6 = 4$ with 4 days left over. Since a half-day is earned only for full 6-day periods, the 4 days left over are dropped and the leave accrual is $4 \times .5 = 2.0$ days accrual for June.

July = > 6 days of time lost; (the 31st is only considered if it is the first day of the time lost period) $30 - 6 = 24$ good days during the month. $24 \div 6 = 4 \times .5 = 2.0$ days accrual for July.

Manual reconstruction of this member's leave account is demonstrated below:

ACCT PRD COVERED		DESCRIPTION	DATE OF LEAVE OR NON-PAY STATUS		# OF DAYS	CHARGE	CREDIT	ACCRUE	NON-	BALANCE		MAX LV ACCR
FROM	TO		FROM	TO					ACCUE	DUE	ADV	
	MAY 31	BROUGHT FWD				(-)	(+)	(-)	(-)	3.5		98.5
JUN 1	JUN 30	U/A	6/29	6/30	2			2.5	.5	5.5		
JUL 1	JUL 31	U/A	7/1	7/3	3			2.5	.5	7.5		
		U/A	7/28	7/31	3				0.0	7.5		

6. Leave does not accrue during the following situations:

- (a) Unauthorized absence.
- (b) Unexcused absence in hands of civil or foreign authorities.

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- (c) Sick misconduct.
- (d) Court-martial confinement.
- (e) Excess leave.
- (f) Appellate and administrative leave.
- (g) Active duty of less than 30 days.

(h) Beyond the ordered period of active duty for training for reserve members retained on active duty due to injury or disease. (Refer to "DoDFMR", Vol. 7A, paragraph 560604.b(5).)

7. A diary statement adjusts the leave account for non-accrual periods for time lost or excess leave when the entire leave period is not excess leave. A diary statement reporting appellate or administrative leave terminates the leave account. Adjust the leave account for periods of excess leave when the entire period is excess leave, and reestablish the leave account when a member is returned to duty from a period of appellate or administrative leave. The following example illustrates the leave account of a member who had 25.5 days of accrued leave brought forward from the previous accounting period and was UA for 14 days (1630, 4 May to 1200, 18 May). The time lost entry was reported and processed during May. The May 610 and 611 remarks on the VIS would show the following after May EOM U&E has processed:

```

*****LEAVE BALANCE 610 REMARK*****

SSN: XXXXXXXXXX  NAME: LNAME/FNAME/MINITIAL
RUC: XXXXX  COMPANY CODE: X  PRES-GRADE: XXXX  RECSTAT: X  COMP CODE: XX
PLT CODE: XXXX  TRNGRP:  R-RECSTAT: X  RCOMP CODE:  X

      KILL      MONTH      DAYS      LV
SEQ  DATE  COVERED  BF      EARN      NACCR      USED      EXCESS  BAL
00001  999999  YYYYMM  25.5      2.5      1.5      00.0      00.0      26.5

DAYS      MAX      LV      LV      EFF      LSL
CF      ACCRUAL  LOST      CARRYOVER  DATE      LSL      EFFDTD
0.00      0.00      0.00      0.00      YYYYMMDD  00.0      YYYYMMDD

      ADR TYP-DOC#-YEAR-RUC-DPI-TTC  TCH DATE
      B: X-XXXXX-YYYY-XXXX-XX-XXXX-YYYYMMDD
      E: X-XXXXX-YYYY-XXXX-XX-XXXX-YYYYMMDD

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*****LEAVE PERIOD 611 REMARK*****

SSN: XXXXXXXXXX  NAME: LNAME/FNAME/MINITIAL
RUC: XXXXX  COMPANY CODE: X  PRES-GRADE: XXXX  RECSTAT: X  COMP CODE: XX
PLT CODE: XXXX  TRNGRP:  R-RECSTAT: X  RCOMP CODE:  X

      ****LEAVE PERIODS****

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SEQ	KILL DATE	ADJ CD	MONTH COVERED	LV CD	TYPE	CURR HOUR	LV FROM DATE	CURR LV TO HOUR DATE	DAYS	CMP CD	LES CD
00001	20045	X	YYYYMM	191		0001	YYYYMMDD	2359	YYYYMMDD	14.0	X
ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE B: X-XXXXX-YYYY-XXXXX-XX-XXXX-YYYYMMDD E: X-XXXXX-YYYY-XXXXX-XX-XXXX-YYYYMMDD											

Section E of the May LES would show:

9	20	21	22	23	24	25	26	27
LV BF	EARNED	USED	EXCESS	BAL	MAX ACCRUAL	LOST	SOLD/AS OF	CBT LV BAL
25.50	1.0	0.0	0.0	26.5	0.0	0.0	0.0	0.0

010208. Excess Leave

A. Reference. "DoDFMR", Vol. 7A, Chapter 1, paragraph 010301.

1. When leave is reported in a timely manner, the MCTFS will automatically compute the non-accrual of leave and the checkage of pay and allowances for excess leave. The system will also automatically check pay and allowances for half days.

2. The finance officer will not have to manually correct leave balances and the checkage of pay and allowances each time excess leave is reported. Manual adjustments will only be required when the MCTFS is unable to automatically adjust for excess leave period(s) that occur beyond the 24-month retention period or when retroactive excess leave period(s) are reported. When these situations occur, an advisory message will be generated to the finance officer and reporting units.

Note. Verify half-day credits of pay and allowances that are systematically generated by excess leave starts of 12:01 for Leave Awaiting Separation (LWAS) transactions. LWAS (TTC 115/030) is a future dated transaction. If the LWAS transaction results in a half-day increment of excess leave and is reported and processed prior to a pay entitlement increase (e.g., pay raise, CRA increase), the half-day credit of pay and allowances generated by MCTFS, will be at the rate in affect when LWAS was reported. As a result, the disbursing/finance officer must report a credit to compensate members for the difference.

B. Members are charged excess leave when:

(1) They have used more leave than they can earn through their EAS date (see the previous paragraph for leave accrual).

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(2) They have used more leave than they can earn through the expiration of an enlistment extension (effective 14 November 1986, leave that will be earned during an enlistment extension may be used anytime after the member agrees to extend).

(3) They have an advance leave balance on release or discharge from active duty or upon death.

(4) They have an advance leave balance when ordered to appellate leave or home awaiting results of physical evaluation board proceedings.

(5) They are discharged to immediately reenlist or have an enlistment extension become effective and their leave balance exceeds leave that can be earned during the new period of service or 30 days, whichever is less.

(6) They are discharged to immediately reenlist or have an enlistment extension become effective and elect to have all or part of an advance leave balance charged as excess leave. Pay and allowances are checked for periods of excess leave as a result of leave transactions reported per MCO P1080.40.

C. Advance leave that will be offset by leave earned during an enlistment extension is reported using TTC 557. Excess leave creates a period of non-accrual that reduces the leave earning potential and may cause additional excess leave. When finance officers are required to make manual adjustments, a checkage of pay and allowances will be made manually for half days when computation of excess leave (including non-accrual due to excess leave) results in a fractional day. The following example of block 27 illustrates the leave account of a member who had a leave balance of -30.5 days of advance leave brought forward from the previous accounting period and took 15 days of chargeable leave (5 through 19 May), 9 days of which were excess leave (9 days of excess leave and 1 day non-accrual). The leave was reported as required by MCO P1080.40 and processed during May. The May 610 and 611 remarks of the VIS would show the following after May EOM U&E has processed:

*****LEAVE BALANCE 610 REMARK*****								
SSN: XXXXXXXXXX NAME: LNAME/FNAME/INITIAL								
RUC: XXXXX COMPANY CODE: X PRES-GRADE: XXXX RECSTAT: X COMP CODE: XX								
PLT CODE: XXXX TRNGRP: R-RECSTAT: X RCOMP CODE: X								
SEQ	KILL DATE	MONTH COVERED	DAYS BF	DAYS EARN	LV NACCR	USED	EXCESS	LV BAL
000000	999999	YYYYMM	-30.5	2.5	1.0	15.0	9.0	-35.0
DAYS	MAX	LV	LV	EFF	LSL			
CF	ACCRUAL	LOST	CARRYOVER	DATE	LSL	EFFDTD		
-30.5	35.0	0.0	0.0	YYYYMMDD	0.0	YYYYMMDD		
ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE								
B: X-XXXXX-YYYY-XXXXX-XX-XXXX-YYYYMMDD								
E: X-XXXXX-YYYY-XXXXX-XX-XXXX-YYYYMMDD								

*****LEAVE PERIOD 611 REMARK*****									
****LEAVE PERIODS****									
MONTH COVERED: YYYYMM									
SEQ	KILL DATE	LV TYPE CD	CURR HOUR	LV FROM DATE	CURR HOUR	LV TO DATE	DAYS	CMP CD	
00001	200405	190	0001	YYYYMMDD	2359	YYYYMMDD	9.0	X	
ADR TYP-DOC#-YEAR-RUC-DPI-TTC					ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH				
8-00063-YYYY-51990-03-0115-YYYYMMDD					8-00063-YYYY-51990-03-0115 - YYYYMMDD				

Note. The nine days (YYYYMMDD through YYYYMMDD) of annual leave is displayed in the 610 and 611 remarks.

Sec- tion E of the May LES would show:1 9 LV BF --30.5	20 EARNED 1.5	21 USED 6.0	22 EXCESS 0.0	23 BAL -35.0	24 MAX ACCRUAL 35.0	25 LOST 0.0	26 SOLD /AS OF 0.0	27 CBT LV BAL 0.0
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TTC/SEQ 557/000 (610 and 611 remarks)

CHEK|LV PRD- (1) TO (2) | (3)

- (1) Eight-digit date leave period began
 (2) Eight-digit date leave period ended
 (3) Eight-digit date of checkage

D. Processing Excess Leave on Discharge/Reenlistment or Effective Date of Enlistment Extension. When there is an advance leave balance on the date of discharge but the member is immediately reenlisting or the effective date of an enlistment extension exceeds the amount of leave the member will earn during the new period of service or 30 days, whichever is less, the remaining advance leave balance is charged as excess leave. However, upon the date of discharge with immediate reenlistment, all or part of an advance leave balance may be carried into the new period of service or charged as excess leave, as the member may elect.

1. Reference. "DoDFMR", Vol. 7A, Chapter 1, paragraph 010301.
2. Substantiation. SRB Precomputation Screen (figure 1-1) and member's advance/excess leave election.
3. Unit Commander's Action

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(a) Prepare a SRB Precomputation Screen for each member who has an advance leave balance that is reenlisting or executing an enlistment extension.

(b) Inform the member of any excess leave that must be charged and of the advantages/disadvantages of electing to carry an advance leave balance forward. Carrying an advance leave balance forward reduces the number of day's leave available for use during the new period of service. Converting the advance leave to excess leave eliminates advance leave, but the member must repay the government pay and allowances received for the period of leave that becomes excess.

(c) Require the member to elect the number of days advance leave to be carried forward, if any.

(d) Forward a certified SRB Precomputation Screen with the member's election to the finance officer.

(e) Report advance leave balances carried forward as prescribed in MCO P1080.40.

4. Finance Officer's Action

(a) Identify the leave periods to be charged as excess leave.

(b) Report the checkages.

(c) Retain the SRB Precomputation Screen until the SRB posts to the MCTFS master file and then discard.

5. Examples. The following paragraphs provide examples of a member's options when an advance leave balance exists on discharge reenlistment or the effective date of an extension:

(a) Example 1. ECC = 30 June YYYY, reenlistment date = 1 May YYYY, leave balance on 30 April YYYY = 5 days advance. The member can:

(1) Elect to have the 5 days advance leave charged as excess, plus the required leave non-accrual,

(2) Elect to carry the entire advance leave balance forward, or

(3) Elect to carry part of the advance leave balance forward with the remainder to be charged as excess leave plus the required leave non-accrual.

(b) Example 2. ECC = 30 June YYYY, reenlistment date = 1 May YYYY, leave balance on 30 April YYYY = 35 days advance. Five days of the advance

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leave balance, plus the required leave non-accrual, will be charged as excess leave. For the remaining 30 days advance leave, the member has the same options as in example 1.

(c). Example 3. ECC = 30 November YYYY, extension agreement date = 14 November YYYY, extension length = 12 months, extension effective date = YYYYMMDD, leave balance on 31 October YYYY = 2.5 days advance. The member was on leave for 8 days, from 2 to 10 November YYYY. Since the leave was prior to 14 November YYYY, the entire 8-day leave period is excess leave, plus a portion of a prior leave period for the leave non-accrual.

(d) Example 4. Same situation as example 3 except the leave period was from 17 to 24 November YYYY. The entire leave period is advance leave since it was used after the extension agreement date and 14 November YYYY. On 1 December, when the extension is effective, the member has the same options as in example 1.

(e) Example 5: Same situation as example 3 except the leave period is from 10 to 17 November YYYY. This is a combination of examples 3 and 4. That portion of the leave prior to 14 November is handled like example 3. That portion, on and after 14 November, is handled like example 4.

E. Other Excess Leave Processing Requirements

1. Notification that the system was unable to make monetary adjustment for leave non-accrual periods is provided by an on-line advisory message. Enter checkages for the non-accrual periods that must be checked from prior leave periods using TTC 693/003. A separate transaction is required for each entitlement in effect on the dates for which the excess leave checkage is made.

TTC/SEQ 693/003 (927 remark)

CHEK| (1) - \$ (2) . (3) - (4) | (5)

(1) Five-digit numeric pay code

(2) Dollar amount

(3) Tax code

(4) One-digit purpose code

1= For a checkage of \$50 or less. (Will not be subject to the delayed checkage process.)

C= For a checkage of more than \$50. (Will be subject to the delayed checkage process.)

2= For a checkage (misc) of more than \$50 which is not to be processed under the delayed checkage process. (Checkages input using this code will not be delayed nor will a liquidation schedule be systematically established.)

3= For a checkage (misc) input to align an out-of-balance account that is not to be processed under the delayed checkage process. (Checkages input using this code will

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not be delayed nor will a liquidation schedule be systematically established.)
 (5) Eight-digit date of checkage

2. BAH and OHA at the with dependent rates are not automatically terminated for corporals with less than 4 years' service and below entering an excess leave status (not to exceed two months). The finance officer must monitor these cases to ensure that the members remained on active duty in order to be entitled to BAH and OHA. If the member does not remain on active duty, the finance officer must check the BAH and OHA amount while the member was in an excess leave status. Refer to paragraph 260501 in the "DoDFMR", Vol. 7A.

3. The following is an example of excess leave computation: A member's leave balance as of YYYY0831 is -2.5 days and an ECC of YYYY1207 (maximum leave accrual of 8.5 days). Annual leave taken during September was from the 5th to the 10th (6.0 days) and for October from the 12th to the 19th (8.0 days). The entire leave period for October is in excess.

ACCT PRD COVERED		DESCRIPTION	DATE OF LEAVE OR NON-PAY STATUS		# OF DAYS	CHARGE	CREDIT	ACCRUE	NON-ACCRUE	BALANCE		MAX LV ACCR
FROM	TO		FROM	TO						DUE	ADV	
SEP 1	AUG 31					(-)	(+)	(-)	(-)			
	SEP 30	BROUGHT FWD								2.5		8.5
OCT 1	OCT 30	ANN LEAVE	9/5	9/10	6	6		2.5		6.0		6.0
		ANN LEAVE	10/12	10/19	8	8		2.5		11.5		3.5
		EXCESS LV	10/12	10/19	8		8		1.0	4.5		
		EXCESS LV	9/10	9/10	1		1		NONE	3.5		

(a) In order to determine the number of days excess that should be charged to this member's account, the leave balance, before any excess leave considerations, must be computed. This member's leave before excess leave is -11.5 days. His maximum leave accrual through the month of October is 3.5 days. The reason for computing excess leave is to charge the member pay and allowances for leave taken in excess of what they can accrue through discharge. For each day of pay and allowances checked, one day of leave is credited to the member's account. The difference between the leave balance and maximum leave accrual is the number of days' leave that must be checked before non-accrual in order for them to be credited to the account. In this case the number is 8.0 days (11.5 - 3.5).

(b) When a member is in an excess leave status, no leave accrues to his account. For the 8.0 days of excess in this case, the member must be charged 1.0 day for non-accrual, bringing the total to 9.0 days. When the excess leave period is not long enough to account for all the excess leave that must be charged, you must go back to the next prior leave period. For the ninth day of this excess leave period, go to the leave period during September and start with the end of the leave period and work backwards to acquire the additional days of excess leave. Do not charge non-accrual for this extra day of excess leave. This day is only considered excess leave due to the non-accrual charged for the actual excess leave period. Pay and allowances are checked at the rate in effect on the days charged as excess leave.

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*4. The following is an example of an excess leave computation that overlaps two continuous months (November and December) with non-accrual. When a member is in an excess leave period that covers two continuous months, each month must be considered separate when computing the periods of non-accrual. Member is reported on leave for the period YYYY1125 through YYYY1202 (8 days) and the leave taken between YYYY1128 through YYYY1202 is the excess period. The member is to be charged 6.0 days excess leave combined with the non-accrual. (2.5 days for December (2 days plus 0.5 days for non-accrual) and 3.5 days for November (3 days plus 0.5 days for non-accrual). Two days of basic pay and allowances are to be checked for December and 3 days for November. Since November 27th is a good day of leave, then this is the day the leave non-accrual is to be charged to. If not, then go back to the next good leave period (i.e., July 3-10) and check the member 1.0 days of basic pay and allowances for July 10th.

*5. Effective for leave taken on or after February 1, 1987, checkage of pay and allowances for all excess leave is in half-day increments where applicable. (Example: 6.5 days' excess leave, 1 day non-accrual for excess leave period will result in 7.5 days' checkage of pay and allowances.) Effective October 1999, when leave is reported timely, the MCTFS will automatically compute the non-accrual of leave and the checkage of pay and allowances for excess leave. The system will also automatically check pay and allowances for half days. If any manual adjustments are required prior to October 1999, use the following TTCs to credit a member a one-half leave adjustment:

TTC/SEQ 694/000 (926 remark)

CRED| (1) -\$ (2) . (3) | (4)

- (1) Five-digit numeric pay code
- (2) Dollar amount
- (3) Tax code
- (4) Eight-digit date of credit

TTC/SEQ 549/◆(610 and 611 remarks)

STRT|LV BAL ADV- (1) . | (2)

- (1) Two-digit number of days
- (2) Eight-digit effective date (YYYYMMDD, report the last day of preceding month if the update will process prior to the current EOM U&E, approximately the 20th of the month. Report the last day of the current month if the update will process after the current EOM U&E.)

◆TTC sequence 000=.0 and 001=.5. Entry must post before the U&E cutoff for the current month.

TTC/SEQ 550/000

STRT|LV BAL - (1) . | (2) | (3)

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- (1) Three-digit Whole number of days (not to exceed 120 days).
- (2) Fraction day (zero of .5)
- (3) Eight-digit effective date (last day preceding month).

Note. TTCs 549 and 550 must post before the EOM U&E cutoff for the current month. When reporting TTC 550/000, use the last U&E date that is available on the CICS Selection Menu, under the TRS Remark Summary Screen, Category P. TTC 550/000 can be future dated.

010209. Saved Leave Balance (SLB). The SLB was established on September 1, 1976. The 952 VIS remark contains the SLB. Earned leave due on 31 August 1976 became the saved leave balance. Leave accounts that showed an advance leave balance on 31 August 1976 do not have an SLB.

A. In considering the SLB, the last leave earned is the first leave used. When there is no earned leave except the SLB, or a period of leave is greater than the earned leave minus the SLB, reduce the SLB accordingly.

B. Reestablish the SLB when an erroneous balance is discovered by the commanding or finance officer. Computation starts with the last correct leave balance, and each period of leave, leave accrual, or non-accrual is shown. Use the supporting documents to substantiate the submission of a transaction to correct the SLB. Use TTC 534/000 to correct the SLB:

TTC/SEQ 534/000 (952 remark)

STRT|SAV LV BAL- (1) . / (2) . / (3) . | (4)

- (1) Number of days used
- (2) Number of days paid
- (3) Current SLB
- (4) Eight-digit effective date (YYYYMMDD, report the last day of preceding month if the update will process prior to the current EOM U&E, approximately the 20th of the month. Report the last day of the current month if the update will process after the current EOM U&E.)

Forward the original supporting documents to the commanding officer to be filed in the SRB until the annual audit leave verification (with an endorsement stating that a transaction has been submitted; e.g., "TRANSACTION SUBMITTED (DATE)").

010210. Excess Leave Program (LAW)(ELP(L))

A. Reference. MCO P5800.16, Chapter 19.

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*B. MMPA Maintenance. The MMPAs of members assigned to this program are maintained by the DFAS-JMCE/KC. Basic pay and allowances are paid by the DFAS-JMCE/KC for periods of scheduled active duty. Payments by other Marine Corps finance officers are limited to travel and per diem payments.

C. Substantiation. The commanding officer administering the service record maintains a complete record of the period the officer spends in the ELP(L). This includes, but is not limited to, complete copies of orders to periods of active duty, leave authorizations for chargeable leave, and the leave balance upon assignment to the program. The current leave balance is established from these substantiating documents upon completion of the program.

*D. Action. The commanding officer provides the DFAS-JMCE/KC with the substantiating documents to verify dates of duty performed by the member. Leave papers and any other changes to the member's pay entitlements are also to be forwarded for action. Upon receipt, the DFAS-JMCE/KC will take the following actions:

* (1) Verify the member's leave balance by reviewing the 610 remark of the MCTFS.

(2) Report a transaction to reestablish the leave account using the appropriate entry shown in paragraph 010201.E.

(3) Forward the original reconstruction form to the commanding officer to be filed in the SRB until the annual leave verification. Include an endorsement stating that a transaction has been submitted; e.g., "TRANSACTION SUBMITTED (DATE)."

010211. Home Awaiting Physical Evaluation Board (PEB) Proceedings

A. Reference. "DoDFMR", Vol. 7A, Chapter 1, table 1-11, rule 4, and MCO P1900.16.

B. Substantiation. Unique Pay Status Transaction Report (UPSTR).

C. Leave Accounting

1. A member ordered home to await PEB proceedings is charged leave to the extent available. Leave is charged beginning with the day after arrival at home or the day after constructive travel time ends, whichever is earlier. The date of departure from the old duty station is a day of duty. When the date of arrival at home is the same as the date of departure, leave is charged for the day following.

2. A member ordered home in an awaiting PEB status is charged leave as it accrues for each day remaining in that status, including those members with a negative leave balance. This charge-as-it-accrues requirement means that no leave balance remains available to reduce a negative leave balance. Refer to table 1-11 of the "DoDFMR", Vol. 7A to determine entitlement to BAS and BAH.

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3. If a member is in a pay status 01200 (HAWTGPEB) and their leave has been extended into the future, when a drop entry (TTC 378) is reported prior to the last day of leave, the entry will fail. The finance officer will be required to report a CRED LV PRD (TTC 556) for the leave period after the TTC 378 is reported. Then TTC 378 is to be reported again. The finance officer is to review the member's 610 remark for the proper accrual of leave through the member's drop date and make the necessary adjustments before reporting CRED LSL (TTC 506 or LUMP SUM LEAVE (TTC 642).

*4. The following leave summary sheet may be used to compute the leave balance.

PERIOD OF LEAVE _____ THROUGH _____.	
Total number of actual days _____.	
<u>MARINES SEPARATED</u> (retired, discharged, or released from active duty)	
STEP	
1. Leave balance on date member entered an awaiting PEB status is <u>positive</u> (leave due).	+
2. Add leave accrued while in an awaiting PEB status.	+
3. Deduct 1 day for each day at home.	-
4. Total 1, 2, and 3.	
5. If step 4 is <u>positive</u> , pay LSL; if step 4 is <u>negative</u> , disregard. If a <u>negative</u> leave balance existed upon entry into an awaiting PEB status, check <u>minus</u> balance as excess leave to include non-accrual; no other computation is necessary.	
<u>MARINES RETURNED TO DUTY</u>	
STEP	
1. Leave balance on date member entered an awaiting PEB status is <u>positive</u> (leave due).	+
2. Add leave accrued while in an awaiting PEB status.	+
3. Deduct 1 day for each day at home.	-
4. Total 1, 2, and 3.	
5. If step 5 is <u>positive</u> , carry this balance forward on date of return to duty.	
6. If step 4 is <u>negative</u> , carry zero balance forward on date of return to duty.	
If a <u>negative</u> leave balance existed upon entry into an awaiting PEB status, carry that balance forward as advance leave upon return to duty.	

010212. Appellate Leave

A. Reference. "DoDFMR", Vol. 7A, Chapter 1; MCO P1080.40, MCO 1050.16, and MCO P1050.3G.

B. Substantiation. Unique Pay Status Transaction Report (UPSTR)

*C. Commanding Officer's Action. Ensure all entries concerning the member are reported on a unit diary prior to reporting the member to appellate leave. The correct reporting of the "to appellate leave (TO APL LV)" entry is critical to ensure the proper payment of accrued leave for those members that have a positive leave balance prior to going on appellate

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leave. Include the number of days of accrued leave, computed to the day before the effective date of the orders directing the leave. If the member is in an advance leave status or the member is sent to involuntary appellate leave and elects to receive payment of LSL, always report 00 in the leave field. For those members who are ordered to involuntary appellate leave and request payment of LSL, make the payment for LSL before reporting the member to involuntary appellate leave. The reporting of a member to appellate leave by diary statement automatically terminates all pay and allowances and the member's leave account.

*1. For those members who elect to receive pay and allowances for their accrued leave until all leave is exhausted, submit the NAVMC 11116 to your supporting Finance Officer after reporting the member TO APL LV with the appropriate number of accrued leave days. The reporting of a member to appellate leave will suspend pay and allowances upon the expiration of the accrued leave period. The member's pay status does not change to appellate leave until the day following the expiration of leave. Monthly BAS is generated automatically for enlisted members with a positive leave balance who are authorized leave and entitled to pay and allowances.

*2. For those members who are sent to appellate leave and request payment of LSL, submit the NACMC 11116 for payment of LSL to your supporting Finance Officer after reporting the member TO APL LV (00). The reporting of the member TO APL LV (00) will immediately place the member in an appellate leave status.

3. The following situations are provided to illustrate how to determine the correct number of days to report in the leave field for "TO APL LV", TTC 061/001:

(a) Situation 1. An enlisted member has a positive leave balance of 25.0 days on March 31, YYYY. The member is sent to "confinement awaiting action of higher authority" on April 5, YYYY, and is awarded a bad conduct discharge, confinement for five months, and a \$700 forfeiture for five months. On June 18, YYYY, the member is released from confinement and sent to appellate leave (voluntary) on June 28, YYYY. Following the from-confinement entry, a time-lost entry is reported for the period April 5, YYYY, to June 17, YYYY. The reporting of the time lost will result in non-accrual days posting to the member's leave balance. The proper computation for the member's leave balance through the day prior (June 27, YYYY) to being sent to voluntary appellate leave on June 28, YYYY is as follows:

Leave balance on March 31, YYYY	25.0 days
Leave accrual April 1, YYYY -- April 30, YYYY	+ 2.5 days
Non-accrual April 5, YYYY -- April 30, YYYY (CNFT)	- 2.5 days
Leave accrual May 1, YYYY -- May 31, YYYY	+ 2.5 days
Non-accrual May 1, YYYY -- May 31, YYYY (CNFT)	- 2.5 days
Leave accrual June 1, YYYY -- June 30, YYYY	+ 2.5 days
Non-accrual June 1, YYYY -- June 17, YYYY (CNFT)	- 1.5 days
Leave balance June 27, YYYY	26.0 days

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Note. Only periods of pretrial confinement (i.e., AAHA, ATLSM, ATLGCM) that result in a courts martial conviction and any period a member is actually confined serving sentence are considered as time lost. Refer to the "DoDFMR", Vol. 7A, Chapter 1, Table 1-2, Rule 9.

When reporting TO APL LV, TTC 061/001, 26 days is to be reported in the leave field. The member is entitled to 26 days of pay and allowances through July 23, YYYY, and the leave balance is reduced to 00.0 days.

(b) Situation 2. An enlisted member has a positive leave balance of 7.5 days on April 30, YYYY. The member is sent to "confinement awaiting trial special court martial (SPCM)" on May 16, YYYY, and is found guilty at a SPCM on July 9, YYYY. The member is awarded a bad conduct discharge, confinement for six months, and a \$720 forfeiture of basic pay for six months. On July 18, YYYY, the member is released from confinement and sent to appellate leave (voluntary). Following the "from confinement" entry, a time lost entry is reported for the period May 16, YYYY, to July 17, YYYY. The reporting of the time lost will result in non-accrual days posting to the member's leave balance. The proper computation for the member's leave balance through the day prior (July 21, YYYY) to being sent to voluntary appellate leave on July 22, YYYY is as follows:

Leave balance on April 30, YYYY	7.5 days
Leave accrual May 1, YYYY -- May 31, YYYY	+ 2.5 days
Non-accrual May 16, YYYY -- May 31, YYYY (CNFT)	- 1.5 days
Leave accrual June 1, YYYY -- June 30, YYYY	+ 2.5 days
Non-accrual June 1, YYYY -- June 30, YYYY (CNFT)	- 2.5 days
Leave accrual July 1, YYYY -- July 21, YYYY	+ 2.0 days
Non-accrual July 1, YYYY -- July 17, YYYY (CNFT)	- 1.5 days
Leave balance July 21, YYYY	+ 9.0 days

When reporting TO APL LV, TTC 061/001, 9.0 days is to be reported in the leave field. The member is entitled to 9.0 days of pay and allowances through July 30, YYYY and the leave balance is reduced to 00.0 days.

*4. Maintain the member's service record book until the member's status is changed from voluntary leave to involuntary appellate leave.

*5. When a member is in an involuntary appellate leave status, ensure all administrative action is completed and mail (by traceable means) the member's service record book to the Commanding Officer, Navy and Marine Corps Appellate Leave Activity (NAMALA), 716 Sicard Street, SE Room 46, Washington Navy Yard, DC 20374-5083.

*6. Mail certified true copies of the member's appellate leave orders, court-martial orders, and SRB pages 3 through 13 to your servicing Finance Officer.

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*D. Finance Officer's Action.

1. The Finance Officer is responsible for making payment(s) of accrued leave for pay and allowances until all leave is exhausted or payment of LSL if requested by the member. (in either case, the originating command is responsible to ensure submission of requests for payments of accrued leave for pay and allowances or payment for LSL occurs prior to appellate leave.)

2. Review the unique pay status transaction report (UPSTR) (refer to appendix M) for appellate leave entries and verify that they have posted to the MCTFS (even though the appellate leave entries have posted to the UPSTR, it does not necessarily mean the entries have successfully posted to the MCTFS).

3. When an appellate entry has not posted to the MCTFS, immediately change the member's POE code to accrue-all-central. This will eliminate the potential of erroneous EFT payments being paid.

4. Also, determine if a payment that is scheduled for release after the "to appellate leave" entry has been reported is a legitimate payment. If the payment is not legitimate, make every effort to recover the payment. Notify the commanding officer of failed appellate leave entries and provide assistance in correcting errors. Report any pending information into the MCTFS and ensure that the information posts by auditing the diary feedback reports.

5. When a member has an allotment payable to a dependent as a result of a courts-martial, do not attempt to stop the allotment. The number of days reported to appellate leave depends on whether an allotment should be stopped based on if a member can afford the allotment with the number of days leave available. Immediately notify the DFAS-HTSBD/KC.

6. For members electing to receive pay and allowances for their accrued leave, the Finance Officer remains responsible for making payments and adjustments to the member's pay account until the member's accrued leave period ends, even though the reporting of TO APL LV will change the member's DSSN to 6102.

7. Once the member's accrued leave has expired or LSL is paid, the Finance Officer will maintain the case in their suspense file for an additional 2 months.

*E. DFAS-JMCD/KC Action. The DFAS-JMCD/KC is responsible for payment of appellate leave cases that have been through the appellate leave process and are being discharged.

*F. Finance Officer's Action When A Member Returns From Appellate Leave. When a member's court martial sentence is overturned and the member is to be discharged, the finance officer is to take the following actions upon receipt of a DD 214 and the orders overturning the member's court martial sentence. Finance offices may request pay information (LES's) from DFAS-N/KC (Record Services) for those member's returning from appellate leave.

1. Request the member to provide the total amount of income from wages, salaries, tips, other personal service income, unemployment compensation, and public assistance benefits from any Government agency during the period for which pay and allowances have accrued during the period of excess leave. See figure 1-2 for a sample letter requesting the amount of income earned during the period of excess leave.

2. Pay the member the pay and allowances earned while on appellate leave. Any monies earned while on appellate leave and then returned must be deducted from the member's active duty pay and allowances before any credit and payments are made.

3. Request that the commanding officer verify the entitlements that were properly in effect before being dropped to appellate leave and stop those entitlements that are no longer applicable.

4. If orders recall a member back to active duty, the member's case is forwarded back to his/her former unit for payment of back pay and allowances.

010213. Administrative Leave

A. Reference. MCO P1080.40 and MCO P1050.3.

B. Substantiation. MMPA and Unique Pay Status Transaction Report (UPSTR).

*C. Action. The reporting of a member to administrative leave by diary statement automatically terminates all pay and allowances and the leave account. Balance the member's MMPA upon discharge and forward the discharge account summary sheet with the NAVMC 11060 to the DFAS-JMCC/KC under transmittal.

PART B: UNAUTHORIZED ABSENCE

010214. Unauthorized Absence

A. Definition. Unauthorized absence includes desertion, IHCA, IHFA, UA, sick/misconduct, and confinement by military authority at the request of civil authority.

B. Substantiation. MMPA and Unique Pay Status Transaction Report (UPSTR).

C. Action.

(1) The MCTFS will automatically change the POE code to 00001, accrue all central.

(2) Member Returns. The MCTFS will automatically reestablish the appropriate military address POE code.

Note. Allotments and electronic fund transfers will automatically be stopped for members in a non-pay status of 8 days or more.

010215. Member Declared A Deserter

A. Substantiation. Master Military Pay Account (MMPA) and Unique Pay Status Transaction Report (UPSTR).

B. Action. Take the following actions upon receipt of a unique pay status transaction report (UPSTR) indicating a member's desertion:

(1) Credit the MMPA with any uncashed government checks. See the "DoDFMR", Vol. 5, for check disposition instructions.

(2) Adjust the leave account for leave that is reported after the desertion entry is processed.

(3). Report pending information into MCTFS by diary. Ensure the information posts by auditing the diary feedback reports. Once the information posts, send the applicable documentation with the finance officer's substantiating vouchers to the DFAS-N/KC.

010216. Member Returned To Military Jurisdiction From Desertion

A. Reference. "DoDFMR", Vol. 7A, Chapter 1, paragraph 010302, and MCO P5800.8.

B. Substantiation. MMPA and Unique Pay Status Transaction Report (UPSTR).

C. Action. Reinstate entitlements in effect before the desertion status (all entitlements to pay and allowances were terminated at the time a "drop to desertion" status was posted to the MMPA).

D. Systems Processing. MCTFS normally computes credits and debits through the day before the date of absence. Checkages that occur on or after the date of absence (e.g., SGLI for month in which the 31st day of absence falls, transportation or clothing check-

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ages, VEAP or allotment deductions for the month of absence and subsequent months, BAH payment made to dependent(s) of absentee, etc.) will become collectively an amount overpaid at desertion. The amount overpaid at desertion will be liquidated based on future accruals when the member returns from desertion and enters a pay status. In the event that the member returns and is discharged without entering a pay status or is discharged while a deserter, any amount due at desertion will be used to offset any indebtedness to the extent possible ("DoDFMR", Vol. 7A, table 1-12, rule 11).

010217. Absence In Hands Of Civil Authorities (IHCA)/In Hands Of Foreign Authorities (IHFA)

A. Authority. "DoDFMR", Vol. 7A, Chapter 1, paragraph 010302, and table 1-12.

B. Substantiation. MMPA and Unique Pay Status Transaction Report (UPSTR).

C. Action. Take the following actions upon receipt of a unique pay status transaction report (UPSTR), reporting an absence IHCA or IHFA.

1. Maintain the member's MMPA.

*2. Pay all pay and allowances as required by the "DoDFMR", Vol. 7A, using the procedures in Chapter 4, Section 4. Forward the NAVMC 11060 and the discharge account summary sheet to the DFAS-JMCC/KC.

*010218. Disease, Misconduct

A. Reference. "DoDFMR", Vol. 7A, Chapter 1, paragraph 010302, and table 1-12, rule 3.

B. Substantiation. MMPA and Unique Pay Status Transaction Report (UPSTR).

C. Action. A diary statement reporting the beginning and ending dates of the period of sick/misconduct automatically debits the appropriate monetary amount on the MMPA.

010219. Parole

A. Reference. SECNAVINST 5815.3.

B. Substantiation. MMPA, NAVMC 11060: Separation/Travel Pay Certificate and NAVMC 11116: Miscellaneous Military Pay Order/Special Payment Authorization.

C. Member Discharged at Time Parole is Granted

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1. Commanding Officer. Complete NAVMCs 11060 and 11116, when applicable, and forward them to the finance officer 10 working days before the effective date of discharge.

2. Finance Officer. Take the action required in Chapter 4.

D. Member Not Discharged At Time Parole Is Granted. The finance officer will report any pending information into MCTFS by auditing the advisory and MECF reports. Send the applicable documentation with the finance officer's substantiating vouchers to the DFAS-N/KC. Do not make any payments. The finance officer of Quantico, VA, is responsible for maintaining the MMPA of parolees who are not discharged.

E. Member Discharged While on Parole

(1) HQMC/MHC. Complete NAVMCs 11060 and 11116, when applicable, and forward them to the finance officer 10 working days before the effective date of discharge.

(2) Finance Officer. Take the action required (Chapter 4).

010220. Federal Bureau Of Prisons

A. Reference. SECNAVINST 5815.3.

B. Substantiation. MMPA, NAVMC 11116: Miscellaneous Military Pay Order/Special Payment Authorization.

C. Member Transferred to a Federal Prison

(1) Commanding Officer. Complete NAVMC 11116 and forward to the finance officer within 10 working days.

(2) Finance Officer. Report any transaction required to balance the prisoner's account. Forward the member's account with the court martial sentence and transfer orders to the Finance Officer, Henderson Hall, Arlington, VA 22214-5000, who will maintain the account.

0103 VOID OR VOIDABLE ENLISTMENTS

010301. Void Or Voidable Enlistments

A. Reference. "DoDFMR", Vol. 7A, Chapter 1, table 1-15.

B. Substantiation. MMPA.

C. Action. The MMPA computations and allotments will terminate when a fraudulent enlistment transaction is reported. Take one of the following actions:

1. Marine Is Separated From Active Duty

a. Commanding Officer's Action

(1) Report a new date for the ECC that reflects the date of actual discharge.

(2) Using the DTMS, electronically forward the NAVMC 11060, copy of release from active duty orders and accession pipeline orders, (only if leave was not settled) to the finance office.

b. Finance Officer's Action

(1) Do not make any payments.

(2) Once all information has posted to the Marine's MMPA, forward the NAVMC 11060 to the DFAS-JMCC/KC. Documents are to be forwarded in DTMS without a certified DAS.

2. Marine Retained. Allotments will be reinstated upon a member's request only.

0104 REENLISTMENT/ENLISTMENT BONUSES

PART A: COMPUTATION

010401. Computation. Compute the amount of entitlement due a member eligible for a RRB and, when required, compute recoupments for previously paid bonuses. Ensure that enlistment or reenlistment bonuses are properly paid or recouped. Bonus information may be viewed on the MMPA.

PART B: ENLISTMENT BONUS PROGRAM

010402. Credit Of Enlistment Bonus

A. Reference. "DoDFMR", Vol. 7A, Chapter 9, MCO 1130.57, MCO 1130.60, and MCO 1130.70.

B. Substantiation. Commander's diary.

C. Action. A diary statement will automatically credit an enlistment bonus for members enlisted on and after 1 January 1986. If enlisted bonuses fail to be credited, request assistance from the DFAS-JMSB/KC on the appropriate action to be taken.

Note. When a credit for enlistment bonus (TTC 392) is reported by the commanding officer and the member is enrolled in DD/EFT, a payment will be made to the member's financial

institution within approximately 48 hours. If the member does not have an established DD/EFT financial institution in the MCTFS, the amount due will be reflected in the member's next scheduled payday.

PART C: SELECTIVE REENLISTMENT BONUS PROGRAM

010403. Credit Of SRB

A. Reference. "DoDFMR", Vol. 7A, Chapters 9 and 44, MCO 7220.24, and appendix G of this manual.

B. General. Effective October 1, 2000, the option to reenlist for a full 4 years (48 months) in the SRB program is authorized and all SRB payments are to be paid in one lump-sum. If a member with obligated service remaining from a previous enlistment wants to re-enlist for an additional 4 years (48 months), the number of months of previously obligated service needs to be added to the additional 48 months of the new obligation so that the total number of months input will be more than 48. This means that when the SRB computation is processed for payment, the number of months of previously obligated service remaining can be deducted from the new total and the payment for SRB will be for the full 48 months. Previously, members who reenlisted for 48 months who had obligated service remaining on their current contract were paid the SRB based on 4 years minus the number of months of obligated service. If a member has eight months of obligated service remaining upon reenlistment and HQMC authorizes the member to reenlist for five years (60 months), then a member will have 52 months of obligated service (60 less 8 months). Although the member has more than 4 years (48 months = maximum SRB computation) of obligated service remaining upon reenlistment (in this case 52 months), the maximum number of months a member can be paid for SRB purposes is 48 months, not 52.

Note. When a reenlistment or extension occurs in a "month" during which CZTE applies and a SRB or regular reenlistment bonus is payable, the payment is "not" subject to federal or state tax withholding. For example, if a member reenlist effective Jan 5, 2006, at Camp Pendleton, CA and is entitled to a SRB of \$30,000. Later that month on Jan 25, 2006, the member is ordered to a designated CZTE area, the SRB payment of \$30,000 would be nontaxable. Refer to the DoDFMR Vol. 7A, Chapter 44, Rule 7.

C. Substantiation

1. A certified copy of the SRB precomputation screen, the original SRBP eligibility checklist signed by both the member and commanding officer, a copy of SRBP Statement of Understanding, and a copy of the Re-enlistment Extension/Lateral Move (RELM) Authorization (CMC Reenlistment Authorization Message) or,

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2. A NAVMC 11116 with the original SRBP eligibility checklist signed by both the member and commanding officer, a copy of the SRBP statement of understanding and a copy of the RELM.

Note. The SRB precompute application will not compute an SRB if the reenlistment entry has been reported. Refer to paragraph D.1.f below.

D. Action

1. Commanding Officer

(a) Use the CICS SRB Precompute application to determine bonus entitlement.

(b) Verify the data elements shown on the SRB precomputation screen that are used for the SRB computation and the LSL information. Ensure the member is re-enlisting prior to the No Later Than Date (NLT) provided in the RELM authorization and that the member is reenlisting for at least 48 months of service.

(c) Annotate leave periods that have not posted to the MMPA.

(d) Have the member sign the leave election on the copy of the SRB precomputation screen.

(e) Record on the SRB precompute screen, the total years, months, and days of active military service and inactive military service from block 7 of the DD Form 4/1: Enlistment/Reenlistment Document.

(f) If the SRB precompute application is not available, use a NAVMC 11116 and attach a copy of the SRB program worksheet. The member must sign a leave election statement on the NAVMC 11116.

(g) Certify the copy of the SRB precomputation screen stating that the data elements are correct and forward it to the finance officer five working days before the effective date of reenlistment. (The commanding officer is certifying the accuracy of the AFADBD, MOS, reenlistment is for at least 48 months, reenlistment date is within the time limit set forth in the RELM, LSL and leave information, etc. not the computation.)

Note. Correct erroneous data elements by diary statement. Produce a corrected copy of the SRB precomputation screen and certify that all data elements are correct.

(h) Annotate on the SRB precompute screen if a special payment is authorized.

2. Finance Officer

(a) Review the certified copy of the SRB precomputation screen or the NAVMC 11116 for correctness along with the current edition of MCBUL 7220 and validate that the entitlement to a SRB exists.

(b) Make sure nothing has changed since the date the SRB pre-computation screen was produced. (For example, the member has gone over a period of service, a promotion, pay raise, or changes to the SRB multiple table, etc.) Manually compute the SRB entitlement. If data elements have changed or the bonus entitlement computed is different than that listed on the SRB precomputation screen or SRB Program worksheet, compute the SRB entitlement, and annotate and certify the changes on the appropriate form copy.

(c) When a manual computation is required, use the following table to convert the number of months to a fraction:

<u>Month</u>	<u>Fraction</u>	<u>Month</u>	<u>Fraction</u>	<u>Month</u>	<u>Fraction</u>
1	.08333	5	.41667	9	.75000
2	.16667	6	.50000	10	.83333
3	.25000	7	.58333	11	.91667
4	.33333	8	.66667		

Multiply that sum by the SRB multiple and round off to the nearest cent.

Example: 3 years 8 months = 3.66667

Multiply base pay by years and months	\$1443.60 x 3.66667 =
	\$ 5,293.204812
Multiply by SRB multiple	\$5,293.204812 X 3 =
	\$15,879.61
Total Entitlement	\$15,879.61 ♦

♦Do not round until last multiplication step is finished.

*(d) Withhold 25.0 percent for Federal taxes and the appropriate state income tax withholding percentage for one-time entitlements (see appendix D) if the member is not entitled to tax exclusion for service in a designated area. If the member has specified an alternate amount of withholding for state income tax (other than "0"), do not use the specified amount, as the appropriate state income tax withholding percentage for one-time entitlements applies. If "0" then do not withhold any amount for state income tax. Before issuing manual payment, review the member's D850 Remark and verify if they are enrolled in TSP. If enrolled, verify if an election has been made to have a percentage of their TSP (SRB) Bonus contributed to TSP. If an election has been made, withhold the TSP contribution from the

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payment amount in the same manner as taxes are withheld. The TSP contribution must be deducted first because this reduces the member's tax liability.

(e) For members who do not request a special payment, report the entitlement using TTC 586. Report the dollar amount shown after "TOTAL ENT." State and Federal income taxes will be automatically computed and withheld by the MCTFS. The entitlement will be included in the next payday payment.

*Note. When a credit for an SRB bonus (TTC 586) is reported by the finance officer and the member is enrolled in DD/EFT, a payment will be made to the member's financial institution within approximately 48 hours. If the member does not have an established DD/EFT financial institution in the MCTFS, the amount due will be reflected in the member's next scheduled payday. If the member has an active garnishment remark (D978), the MCTFS will not automatically generate a DD/EFT payment within 48 hours. Payment will be computed on the next scheduled U&E.

*TTC/SEQ 586

CRED|SRB (1) - \$ (2) . (3) / (4) | (5)

(1) Zone (A, B, C or D)

Currently, Zone D is not authorized

(2) Total Amount of Bonus

(3) Installment (report 1 = Lump Sum)

(4) MOS

(5) Eight-digit effective date of reenlistment (YYYYMMDD)

*Note. When an SRB bonus needs to be corrected, use the correction entry for TTC 586 to adjust the SRB entitlement. When an SRB is being paid in installments, the TTC 586 correct entry must be reported prior to the first anniversary installment being paid. If the first anniversary installment has already been paid, request assistance from DFAS-JMSB/KC to correct the SRB entitlement. When a correction entry has been reported to adjust the SRB entitlement, the member's FITW/SITW needs to be reviewed to ensure the member's taxable wages and taxes have been adjusted correctly.

(f) For members who request a special payment and not enrolled in DD/EFT, report the entitlement using the MPV or MPL statement (TTC 636). Before reporting a special payment (TTC 636), review the member's D850 Remark and verify if they are enrolled in TSP. If enrolled, verify if an election has been made to have a percentage of their

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TSP (SRB) Bonus contributed to TSP. If an election has been made, withhold the TSP contribution from the payment amount in the same manner as taxes are withheld. The TSP contribution must be deducted first because this reduces the member's tax liability. If a member has a 100 percent TSP (SRB) Bonus Election, a special payment (TTC 636) can not be reported. A Credit SRB (TTC 586) must be reported. When a member has a TSP (SRB) Bonus Election less than 100 percent, a special payment (TTC 636) can be reported. However, the TSP contribution must be deducted first from the payment amount in the same manner as taxes are withheld. The TSP contribution must be deducted first because this reduces the member's tax liability.

*TTC 636 SELECTIVE REENLISTMENT BONUS PAYMENT (SRBP)

(1) | (2) | C | (3) | - \$ (4) . (5) / (6) | (7)

Enter payment code C

- (1) Enter S (regular) or V (reserve)
- (2) Three-digit pay group
- (3) Zone A, B, C or D (Currently, Zone D is not authorized)
- (4) Dollar value of entitlement
- (5) Number of installments (report 1 = Lump Sum)
- (6) MOS
- (7) Eight-digit effective date of reenlistment

(g) Use TTC 594/000 to report lump-sum entitlement or change lump-sum entitlement when the original payment plan was for installment payments.

TTC/SEQ 594/000

CRED|SRB| (1)

(1) Eight-digit date lump-sum payment was authorized

(h) Endorse and sign the SRBP eligibility checklist Disbursing Officer statement with the numeric bonus multiple, MOS for which paid, and the actual numeric (to include fraction) years and months for which the bonus was paid. Scan back into DTMS as an attachment.

*010404. Payment Of SRB Installments. For members who re-enlist prior to October 1, 2000, the central site automatically updates the MMPA to show the date of entitlement to a second or subsequent installment. The LES produced for the month of entitlement includes the installment credit as part of the next forecasted amount due. The SRB installment will be made on the next regular payday. Request that the DFAS-JMSB/KC determine if the member is entitled to an installment if you think that an SRB installment is due but the latest LES does not show entitlement. The central site will automatically suspend computation of an SRB install-

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ment due when the master record indicates a current nonpay status, confined serving sentence, confined GCM, confined awaiting trial, or confined awaiting action of higher authority.

Note. The system adjusts the anniversary installment date for periods of time lost on a day for day basis.

*010405. Accelerated Installment Payment Of SRB. For members who re-enlisted prior to October 1, 2000, upon approval of an accelerated installment payment of SRB, the HQMC/MMEA-6 will inform the DFAS-JMSB/KC to enter the credit into the MMPA. The member will receive the payment on the next regularly scheduled payday. Local finance officers are not authorized to make a special payment of an accelerated installment.

010406. Lump-Sum Payment - Early Separation Or Death

A. Substantiation. MMPA and NAVMC 11060 Separation/Travel Pay Certificate.

B. Action. The commanding officer will annotate the substantiating document by checking the block indicating that recoupment is not required. Upon receipt, take the following actions:

1. Determine the total unpaid SRB entitlement from MMPA D904 screen.

2. Include the unpaid installments in the final settlement. Federal and any applicable state income tax withholding is based on the member's total taxable income for the month of separation. Federal and state income taxes are not withheld for a member qualifying for combat tax exclusion.

3. Forward the substantiating document to the DFAS-KC as outlined in Chapter 4, Section 4.

*C. Doubtful Entitlement. Assist the member in filing a claim on a DD Form 827: Application for Arrears in Pay if doubt exists as to entitlement to the unpaid portion of the SRB. Forward the claim to the DFAS-JMCE/KC with the NAVMC 11060.

*D. Death. The commanding officer will provide the finance officer with a copy of the report of death message. Forward the substantiating documents to the DFAS-JMCE/KC under a separate DTL for final settlement.

PART D: BROKEN SERVICE SELECTIVE/REENLISTMENT BONUS (BSSRB)

010407. Broken Service Selective/Reenlistment Bonus (BSSRB)

*A. Reference. “DoDFMR”, Vol. 7A, Chapter 9, and HQMC/MP MARADMIN 632/06.

B. Substantiation

1. A certified copy of the BSSRB precomputation screen and the original BSSRB Program Statement of Understanding.

2. A NAVMC 11116 with a copy of the reenlistment contract.

*C. Eligibility requirements and specific caps on payments have been established over the past several years. See the general information provided below. (Note: Once a PMOS is closed or SRB funds have been exhausted, the BSSRB will no longer be available.)

1. Current Program (See MARADMIN 632/06):

a. Effective date: 28 Dec 2006.

b. Termination date: 30 Sep 2007, unless terminated sooner.

c. The member must have no less than a 91-day and no more than a 4 year break of active service on the date of reenlistment.

d. Must have completed at least 17 months but less than or equal to 14 years active service on the date of reenlistment.

e. Must reenlist for at least 4 years.

f. Payments are capped by zone.

2. Previous Program (See MARADMIN 599/05):

a. Effective date: 1 Dec 2005.

b. Termination date: 30 Sep 2006, unless terminated sooner.

c. The member must have no less than a 91-day and no more than a 365-day break of active service on the date of reenlistment.

d. Must have completed at least 17 months but less than or equal to 6 years of active service on the date of reenlistment.

e. Must reenlist for at least 4 years.

f. Payment was capped for Zone A SRB payments. No payments were authorized for Zone B or C.

D. Action

1. Commanding Officer

(a) Use the CICS SRB Precompute application to determine bonus entitlement.

(b) Verify the data elements shown on the BSSRB precomputation screen that are used for the BSSRB computation and the LSL information.

(c). Have the member sign the “No unused leave” election on the printed copy of the BSSRB precomputation screen.

(d) Record the total years, months, and days of active military service and inactive military service from block 7 of the DD Form 4/1: Enlistment/Reenlistment Document on the BSSRB precompute screen.

(e) If the BSSRB precompute application is not available, use a NAVMC 11116 and attach a copy of the BSSRB program worksheet. Also, type/stamp and have the member sign a “No unused leave” election on the printed copy.

(f) Certify the copy of the BSSRB precomputation screen to indicate that the data elements are correct and forward it to the finance officer. (The commanding officer is to certifying the accuracy of the AFADBD, MOS, extension data, reenlistment date, leave information, etc., not the computation).

Note. Correct erroneous data elements by a diary statement. Produce a corrected copy of the BSSRB precomputation screen and certify that all data elements are correct.

(g) Annotate on the BSSRB precompute screen if a special payment is authorized.

2. Finance Officer

(a) Review the certified copy of the BSSRB precomputation screen.

(b) Make sure that nothing has changed since the date the BSSRB precomputation screen was produced that would require a manual computation. (For example, the member has gone over a period of service, there has been a promotion, pay raise, or changes to the SRB multiple table, etc.) If something has changed, manually compute the BSSRB entitlement and annotate and certify the changes on the printed copy of the BSSRB precomputation screen.

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*(c) When a manual computation is required, use the following formula:

$MBP \times YRS \times M \times \% \text{ authorized}$ where:

MBP = Monthly rate of basic pay the member was entitled to upon their original effective date of discharge/separation.

YRS = Length of reenlistment contract

M = Current Zone SRB multiple (refer to MCBUL 7220)

$\% \text{ Authorized}$ = 100%, 80%, or 60% of the SRB bonus paid to active duty members (Depending on length of break in active service and not to exceed capped amounts specified).

*(d) Withhold 25 percent for federal taxes and the appropriate state income tax withholding percentage for one-time entitlements (see appendix D) if the member is not entitled to tax exclusion for service in a designated area. If the member has specified an alternate amount of withholding for state income tax (other than "0"), do not use the specified amount--the appropriate percentage for one-time entitlements applies. If "0" is specified, then do not withhold any amount for state income tax. Before issuing manual payment, review the member's D850 Remark and verify if they are enrolled in TSP. If enrolled, verify if an election has been made to have a percentage of their TSP (SRB) Bonus contributed to TSP. If an election has been made, withhold the TSP contribution from the payment amount in the same manner as taxes are withheld. The TSP contribution must be deducted first because this reduces the member's tax liability.

(e) For members who do not request a special payment, report the entitlement using TTC 586 Report the dollar amount shown after "TOTAL ENT." State and Federal income taxes will be automatically computed and withheld by the MCTFS. The entitlement will be included in the next payday payment.

Note 1: When a credit for an BSSRB bonus (TTC 586) is reported by the finance officer and the member is enrolled in DD/EFT, a payment will be made to the member's financial institution within approximately 48 hours of processing. If the member does not have an established DD/EFT financial institution in the MCTFS, the amount due will be reflected in the member's next scheduled payday.

*Note 2: When correcting a BSSRB bonus, use the correction entry for TTC 586 (up to the month prior to the first BSSRB anniversary month). A correction to TTC 586 that is reported in the same month that the BSSRB anniversary installment is due will take two periods to complete the correction process and will delay payment of the BSSRB. If a correction to TTC 586 must be made in the first anniversary month and beyond, request assistance from the

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DFAS-JMSB/KC. When a correction to a credit BSSRB is reported, the member's total taxable wages and taxes (FITW/SITW) must be adjusted for the corrected amount of the BSSRB credit.

(f) For members who request a special payment and not enrolled in DD/EFT, report the entitlement using the MPV or MPL statement (TTC 636) (see Part C of this Section).

*(g). Scan back into DTMS as an attachment the substantiating document(s).

PART E: REGULAR REENLISTMENT BONUS

010408. Credit of RRB

A. Reference. "DoDFMR", Vol. 7A, Chapter 9.

B. Substantiation. MMPA and NAVMC 11116, prepared as shown below, and the MMPA D903 screen.

OTHER	Pay RRB
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C. Action. The commanding officer will submit the substantiating document to arrive at the finance office 10 working days before the effective date of reenlistment or extension of enlistment. Upon receipt, take the following actions:

1. Verify entitlement and dollar amount remaining payable.
2. Compute RRB entitlement.

3. Withhold 25 percent for Federal and, when applicable, the flat rate percentage for state income taxes if the member is not entitled to tax exclusion for service in a designated area. If the member has specified an alternate amount of withholding for state income tax (other than "0"), do not use the specified amount--the appropriate percentage for one-time entitlements applies. If "0," do not withhold any amount for state income tax. Report the entitlement using the MPV or MPL statements (TTC 637)) for members who received a special payment.

TTC 637 REGULAR REENLISTMENT BONUS

(1) | (2) | D | (3) - (4) ((5)) / (6) | (7)
Enter payment code D

- (1) Enter S (regular) or V (reserve)
(2) Three-digit pay group

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- (3) Reenlistment number for bonus purposes in capital letter (e.g., FIRST)
- (4) RENL or EXT, as appropriate
- (5) Five-digit number indicating the years, months, and days for which bonus was paid
- (6) Eight-digit date of discharge or release from active duty when reenlistment is not immediate
- (7) Eight-digit date of reenlistment

PART F: RECOUPMENT OF ENLISTMENT AND REENLISTMENT BONUSES

010409. Recoupment of Enlistment Bonus, SRB, BSSRB, and RRB

- A. Reference. "DoDFMR", Vol. 7A, Chapter 9.
- B. Substantiation. MMPA and NAVMC 11060: Separation/Travel Pay Certificate.
- C. Recoupment Policy. Members who receive an SRB payment are required to serve in a billet requiring the MOS for which they received the bonus payment unless they serve in an authorized out-of-skill assignment or a waiver is granted by CMC (MP). Failure to complete this requirement results in recoupment of the unearned portion of the member's bonus. (Refer to the DoDFMR Vol 7A, Chapter 9). Members selected for warrant officer, MECEP, or BOOST programs are required to pay back any unearned portion (prorated) of their lump-sum SRB payment if they serve less than two years in their SRB MOS. After serving two years in their SRB MOS, recoupment is not required for those accepted for a commissioning program. Refer to MARADMIN 392/04.
- D. Action
 - 1. Commanding Officer. The commanding officer will submit the Separation/Travel Pay Certificate to arrive at the finance office 10 working days prior to separation. Submission requirements are dependent on whether the member is being discharged or will remain on active duty.

2. Finance Officer. Compute the amount of recoupment. Review the MMPA D904 screen to determine total bonus obligated and total payments to date. Also review ECC and any other data considered necessary to compute the recoupment. Use the following table to convert the number of days to a fraction:

<u>Day</u>	<u>Multiplier</u>	<u>Day</u>	<u>Multiplier</u>	<u>Day</u>	<u>Multiplier</u>
1	.033333	11	.366667	21	.700000
2	.066667	12	.400000	22	.733333
3	.100000	13	.433333	23	.766667

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4	.133333	14	.466667	24	.800000
5	.166667	15	.500000	25	.833333
6	.200000	16	.533333	26	.866667
7	.233333	17	.566667	27	.900000
8	.266667	18	.600000	28	.933333
9	.300000	19	.633333	29	.966667
10	.333333	20	.666667	30	1.000000

Example: 2yr 3mo 26day = 27.866667
 1yr 9mo 10day = 21.333333

3. Figure 1-3 is a bonus recoupment worksheet that may be locally reproduced and used for computing the amount of bonus recoupments. For Zone C SRB recoupments, the CMA date in table C of the worksheet can only be used if the member has continuous active service. Otherwise, compute the ECC to determine 16 years' maximum service on a constructive basis.

4. Report the recoupment of an enlistment bonus using TTC 546/001. Report the recoupment of SRB or RRB to the MMPA using either TTC 537 or TTC 538, as appropriate.

TTC/SEQ 546/001

CHEK|ENL BON - (1) \$ (2) .__ \$ (3) .__ | (4)

- (1) Enter E. (The capability to enter C for CAEB, P for CCEB, T for TSEB will remain in effect until no longer required)
- (2) Dollar amount of recoupment required
- (3) Actual amount recovered
- (4) Eight-digit date of recoupment

*TTC/SEQ 537/000

CHEK| (1) - \$ (2) .__ \$ (3) .__ | (4)

- (1) Zone, valid values A, B, C or D (zone D currently not authorized)
- (2) Actual amount of bonus to be recouped
- (3) Actual amount that the member has paid back or the amount recovered from monies which would have been paid to the member at discharge. If none enter \$00.00
- (4) Eight-digit effective date of checkage

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*TTC/SEQ 538/000CHEK|R - \$ (1) . (2) . (3) | (3)

- (1) Actual amount to be recouped
- (2) Actual amount recouped
- (3) Eight-digit effective date of checkage

*Note. The checkage transaction will cause the MMPA to show the amount actually recouped and the amount remaining to be recouped. Once the checkage entry has posted to the MMPA, do not attempt to correct it by using a delete/add transaction. If the amounts are incorrect, correction will be made by the DFAS-JMSB/KC.

5. If a liquidation schedule is established for the remaining balance of the bonus recoupment, report TTC 559 with a tax code of "1" to reduce the monthly wages by the installment amount for tax purposes.

Note. Any "taxable" overpayment collected in a year other than the year it was paid will be checked as a nontaxable item and no tax adjustment will be made. The only time taxable income is to be adjusted is when an overpayment is paid and collected within the same year that the overpayment occurred. For example, a member is overpaid ACIP in August 2005, overpayment was discovered in December 2005, and the checkage action is started in January 2006. The total amount of the members overpayment is to be reported as nontaxable because the amount of the overpayment is being checked in a different year than was paid. Refer to the DoDFMR, Vol 7A, table 44-1, note 10.

TTC 559/000CHEK|LIQ OF INDEBT-\$ (1) . (2) . (3) / (3) | (4)

- (1) Monetary amount of indebtedness
- (2) Monthly amount of deduction
- (3) Tax code of indebtedness (see appendix E)
- (4) Eight-digit date finance officer establishes liquidation schedule

6. Forward the NAVMC 11060 to the DFAS-KC as outlined in Chapter 4, Section 4.

010410. Commissioning Programs

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A. Reference. “DoDFMR”, Vol. 7A, Chapter 9, paragraph 090403, MCO 1040.14, and MCO 7220.24.

B. Member Enters a Program Leading to a Commission

1. Commanding Officer’s Action. The commanding officer will request that the finance officer suspend future bonus installments by using a NAVMC 11116. Include the member's name, SSN, and the date (class start date) the member will entered the program. Future bonus installments are to be suspended on the effective date the member enters the program. Members selected for warrant officer, MECEP, or BOOST programs are required to pay back any unearned portion (prorated) of their lump-sum SRB payment if they serve less than two years in their SRB MOS. After serving two years in their SRB MOS, recoupment is not required for those accepted for a commissioning program. Refer to MARADMIN 368/03.

2. Finance Officer Action. Upon receipt of the NAVMC 11116, do the following:

(a) Report TTC 537 (refer to the previous paragraph). Enter zeros in the amount to be recouped and the actual amount recovered fields. The effective date is the effective date the member enters the program (class start date).

(b) When recoupment is required due to late reporting of TTC 537, enter the appropriate money amounts in the amount to be recouped and the actual amount recovered fields.

3. When the member is commissioned or appointed, the MCTFS will automatically terminate any credit of bonus installments upon commissioning or appointment.

C. Member Submits An Application For A Commissioned Program Or The Warrant Officer Program. No action is required by the commanding officer or finance officer. An application for these programs does not bar bonus entitlement for either the initial payment or the anniversary installment payment.

*D. Member Is Not Commissioned Or Appointed. The commanding officer will notify the DFAS-JMSBKC by message to reinstate the member’s bonus entitlement and to adjust the member’s anniversary date and recoupment data in the MCTFS. The message must contain the member’s name, social security number, the effective date (class start date) entered the program, and the date terminated the program.

010411. Career Status Bonus (CSB, 993 Remark)

A. Reference. “DoDFMR”, Vol. 7A, Chapter 66, and MCO 1080.40B.

B. Background. The National Defense Authorization Act for Fiscal Year 2000 changed the retired pay plan for those service members (enlisted and officers) who first

became members on or after August 1, 1986 (date of entry armed forces (DEAF)). These members were originally eligible for the REDUX Retirement Plan. The REDUX Plan would pay the retiring member who has 20 years of active service for 40 percent of the average highest 36 months of pay, increased at 3.5 percent for each additional year served until the member obtained 75 percent at thirty (30) years service. On or after August 1, 2001, upon completion of 15 years of active duty in the uniformed service, these members may now elect to receive retired pay in an amount equal to 50 percent of their average basic pay during their last three years of service or a one-time payment of \$30,000, and retired pay equal to 40 percent of their average basic pay during the last three years of service with cost-of-living adjustments capped at 1 percent of inflation. The High-3 Year Retirement Plan would pay the retiring member who has 20 years of active service for 50 percent of the average highest 36 months of pay, increased at 2.5 percent for each additional year served until the member obtained 75 percent at 30 years service. Prior to reaching 15 years of active service, members must elect the REDUX Retirement Plan and receive the \$30,000 CSB or remain under the High-3 Year Retirement plan. Service members will be notified of their options when they have 14 years, 6 months active service. The effective date of an election is the 15-year anniversary date. Members must decide to elect the REDUX Retirement Plan with the \$30,000 bonus or remain under the High-3 Plan prior to reaching 15 years of active service.

C. Substantiation

1. Certified copy of the Election Concerning the Career Status Bonus Upon Attainment Of 15 Years Of Active Duty Service.
2. A NAVMC 11116: Miscellaneous Military Pay Order/Special Payment Authorization.

D. Payment of Career Status Bonus. The commanding officer is responsible for reporting a unit diary statement for members stating their election to receive or not receive a Career Status Bonus (CSB) of \$30,000. Effective April 2002, members can elect to receive CSB in one of the following options:

1. Lump-sum payment of \$30,000.
2. Annual installments of \$15,000 per year for 2 years.
3. Annual installments of \$10,000 per year for 3 years.
4. Annual installments of \$7,500 per year for 4 years.
5. Annual installments of \$6,000 per year for 5 years.

E. When a member elects the lump-sum payment of \$30,000, once the bonus is reported, the MCTFS will automatically compute and pay the member on the 1st of the month payday (mid-month U&E) or the 20th of the month (end-of-month U&E). When a member elects

installment payments, once the bonus is reported, the MCTFS will automatically compute and pay the member on the earlier of the following dates:

1. The annual anniversary date of payment of the first installment, or
2. January 15th of each succeeding calendar year.
3. The CSB is taxed at 25 percent for federal taxes and at the appropriate state income tax withholding percentage for one-time entitlements.

F. Combat Zone Tax Exclusion (CZTE). The member's location during the month when a CSB election is effective is used to determine entitlement to CZTE, regardless of whether the member was actually in the CZTE area on the effective date of election. When an enlisted/warrant officer elects payment in one lump-sum or in installment payments while serving in a designated CZTE during the month the election is effective, the CSB will be nontaxable. When installment payments are elected, the initial installment is not taxable and all future installments are not taxable, whether or not the member is serving in a combat zone. When an officer elects payment in one lump-sum or in installment payments while serving in a designated CZTE during the month the election is effective, the lump-sum or first installment payment and other taxable entitlements are not taxable in the amount up to the CZTE wage cap E9S plus imminent danger pay (\$150/\$225). The CZTE wage cap must be applied to the total monthly wages and bonus combined. Any amount in excess of E9S and \$150/\$225 will be taxed (limited to the highest rate of basic pay for the senior enlisted member (E9S plus \$150/\$225). All future installment payments that are due while not serving in a CZTE area are taxable. Unlike an enlisted/warrant officer who receives CZTE for all taxable pay, officers are limited to the maximum enlisted rate plus imminent danger pay while serving in a designated CZTE area. The following examples are provided: (The effective date of an election is the 15 year anniversary date).

1. An enlisted/warrant officer is serving in a CZTE area for the period November 2 to 23, YYYY. The effective date of the member's CSB election is November 26, YYYY. Since the member was serving in a designated CZTE area for the month of November and the enlisted member's wages were nontaxable for the month of November, the member's CSB payment is nontaxable.

2. A member's CSB election is effective October 5, YYYY and the member is not serving in a designated CZTE area. However, the member is in a designated CZTE area for the period November 11, YYYY, through December 4, YYYY, and the member's CSB payment is made on the November 15, YYYY payday. The member's CSB payment is taxable since the member was not serving in a designated CZTE area effective October 5, YYYY, on the date the election is effective.

G. Recoupment of the Career Status Bonus. Those members that elect to receive the \$30,000 CSB must execute a written agreement to remain continuously on active duty until they reach 20 years of active duty service. If a member fails to serve continuously until

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completion of the 20 years of active duty, the member must repay that portion of the CSB for the time not served. The commanding officer is responsible for reporting a unit diary entry (TTC 005/001) with the effective date of the member's discharge. The MCTFS will automatically compute any recoupment amount based on the effective date of the member's discharge. The following example is provided:

Note. When a drop from active duty (TTC 378) is reported and a member has not completed their 20 years of active duty obligation, the administrative unit did not report the members CSB recoupment (TTC 005/001), the MCTFS will automatically check that portion of the CSB they are not entitled to. The finance officer is still required to report a Check Career Status Bonus (TTC 500/001) for recoupments that have been checked too much, not enough, or the CSB has not been recouped at all.

*1. A member's CSB/REDUX election is effective upon attaining 15 years of active service on October 10, 2001. The member is obligated to serve through October 10, 2006 (5 full years). If the member's last day of active duty is December 31, 2002, the member has failed to complete 3 years, 9 months, and 10 days of required service. Using the below table and a 30-day month basis, the member's recoupment is computed as follows:

The period of agreed additional service is 5 full years (decimal equivalency is 5.0). The service not completed is 3 years, 9 months and 10 days. Using the table below to convert to fractional years is 3.77777778. The 3.77777778 is derived by adding 3 (3 years) + .75 (9 months) + 0.02777778 (10 days). 3.77777778 divided by 5.0 (decimal equivalency of 5 years) x \$30,000 = 0.75555556 x \$30,000 = \$22,666.66668 rounded to \$22,666.67 is the amount to be recouped

Note. Do not round any figures until the final computation.

Table of Fractional Years to Determine Bonus Repayment Percentages For Members Who Fail to Complete 20 Years of Active Duty

Months	Fractional Years	Days	Fractional Years
1	0.08333333	1	0.00277778
2	0.16666667	2	0.00555556
3	0.25000000	3	0.00833333
4	0.33333333	4	0.01111111
5	0.41666667	5	0.01388889
6	0.50000000	6	0.01666667
7	0.58333333	7	0.01944444
8	0.66666667	8	0.02222222
9	0.75000000	9	0.02500000
10	0.83333333	10	0.02777778
11	0.91666667	11	0.03055556
12	1.00000000	12	0.03333333
		13	0.03611111
		14	0.03888889
		15	0.04166667

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16	0.04444444
17	0.04722222
18	0.05000000
19	0.05277778
20	0.05555556
21	0.05833333
22	0.06111111
23	0.06388889
24	0.06666667
25	0.06944444
26	0.07222222
27	0.07500000
28	0.07777778
29	0.08055556
30	0.08333333

Example: 1 yr 1 mo = 1.08333333
 2 yr 2mo 2 days = 2.17222221

Note. Any "taxable" overpayment collected in a year other than the year it was paid will be checked as a nontaxable item and no tax adjustment will be made. The only time taxable income is to be adjusted is when an overpayment is paid and collected within the same year that the overpayment occurred. Refer to the DoDFMR, Vol 7A, table 44-1, note 10. When a taxable overpayment is collected from an active duty or reserve member in a year other than the year it was paid, the finance officer is to also issue a tax certificate similar to the one provided in Chapter 7, figure 7-2.

2. If the MCTFS does not check the correct CSB recoupment amount or the system recoups the incorrect CSB amount, the commanding officer must submit a NAVMC 11116 and a certified copy of the Election Concerning Career Status Bonus Upon Attainment of 15 Years of Active Duty Service to their servicing finance officer requesting an additional CSB checkage or credit adjustment.

3. Finance Officer

(a) Review the MMPA D993 remark to determine the amount of CSB that was previously checked or should have not been checked. Also review the member's ECC and any other data considered necessary to compute the correct recoupment amount or credit amount. Use the above table to convert the number of months and days to a fraction.

(b) Report an additional CSB recoupment amount using TTC
 500/001.

TTC/SEQ 500/001

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CHECK|CAREER STATUS BONUS-\$ (1) | (2)

(1) Dollar amount to be checked

(2) Eight-digit effective date of checkage

(c) Report an additional CSB credit amount using TTC
500/000.

TTC/500/000

CRED|CAREER STATUS BONUS-\$ (1) | (2)

(1) Dollar amount to be credited

(2) Eight-digit effective date of credit

0105 SPECIAL PAY010501. Career Sea PayA. Reference. "DoDFMR", Vol. 7A, Chapter 18, paragraph 1801.B. Substantiation. Commander's diary.

C. Action. A diary statement automatically credits and terminates credit to the MMPA. The finance officer will correct monetary amounts using TTC 540/000 and 540/001.

TTC/SEQ 540/000

CRED|CARSEA - \$ (1) .__ | (2)

(1) Dollar amount of credit

(2) Eight-digit terminal date of credit

TTC/SEQ 540/001

CHEK|CARSEA - \$ (1) .__ | (2)

(1) Dollar amount of checkage

(2) Eight-digit terminal date of checkage

010502. Career Sea Pay PremiumA. Reference. "DoDFMR", Vol. 7A, Chapter 18, paragraph 1802.

B. General. Instructions for computing consecutive sea duty time for entitlement to career sea pay premiums are contained in the SECNAVINST 7220.77.

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C. Substantiation. NAVMC 11116: Miscellaneous Military Pay Order/Special Payment Authorization with the appropriate remark shown below:

OTHER	Start Career Sea Pay Premium Ed <u>YYYYMMDD</u>
-------	---

OTHER	Stop Career Sea Pay Premium Ed <u>YYYYMMDD</u>
-------	--

D. Action. The finance officer will start and stop the entitlement on the MMPA using TTCs 551/000 and 552/000. Attach a copy to the diary, endorse the original and send it back to the originator with the action taken.

TTC/SEQ 551/000

STRT|CARSEA PREM| (1)

(1) Eight-digit effective date (the day after the member completes 36 consecutive months of sea duty)

TTC/SEQ 552/000

STOP|CARSEA PREM| (1)

(1) Eight-digit stop date

010503. Special Pay For Extending Duty At Designated Overseas Locations (Officer and Enlisted)

A. Reference. "DoDFMR", Vol. 7A, Chapter 14, National Defense Authorization Act for FY 2004, H. R. 1588, and MCO P1300.8R. .

B. General. Effective February 3, 2004, the National Defense Authorization Act for 2004, H. R. 1588, authorized officers special pay for extending duty at designated overseas locations.

C. Substantiation. NAVMC 11116: Miscellaneous Military Pay Order/Special Payment Authorization with the appropriate remark as shown below:

OTHER	Start - Extended Overseas Tour Of Duty Ed <u>YYYYMMDD</u> For <u>12</u> months
-------	---

OTHER	Stop Overseas Extension Bonus Ed <u>YYYYMMDD</u>
-------	--

Note.	Effective October 1, 1997, the Overseas Extension Bonus is to be paid in 12 monthly installment of \$166.66.
-------	--

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D. Action. The finance officer will start and stop the entitlement on the MMPA using TTCs 577/000 and 578/000. Attach a copy of the NAVMC 11116 to the diary, endorse the original and send it back to the originator with the action taken.

TTC/SEQ 577/000

STRT|EXT PAY - (1) | (2)

(1) Number of months

(2) Eight-digit start date

TTC/SEQ 578/000

STOP|EXT PAY| (1)

(1) Eight-digit stop date

010504. Aviation Officer Continuation Pay (AOCP)

A. Reference. "DoDFMR", Vol. 7A, Chapter 15.

B. Substantiation. Copy of application approved by HQMC/MPP-30.

*C. General. The entitlement to AOCP for aviation career officers is approved by HQMC/MPP-30. Once approved, information is forwarded to DFAS-JMSBMMS/KC, Directorate Military Pay Operations Financial Services Division, for reporting credits and recoupments for AOCP. Advance notification is not furnished to servicing finance officers or administrative units. Aviation officers who do not complete the timeframe specified in the prior AOCP because they have been selected for a new fiscal year (FY) AOCP will have their prior AOCP contract terminate the day prior to the effective date of the new FY AOCP contract. Therefore, that portion of the prior AOCP that covers the period from the effective date of the new AOCP contract to the end of the prior AOCP contract is considered unearned/unserve. The "DoDFMR", Vol. 7A, paragraph 1505, states that "Recoupment of the unearned portion of AOCP is required on a pro rata basis whenever an officer fails to maintain eligibility or fails to complete the full contractual period of additional obligated military service." The following example is provided:

Example: An aviation officer was selected for a two year AOCP contract effective December 15, 1999, for a total entitlement of \$18,000 to be paid in two installments of \$9,000. The member was paid a first installment on December 15, 1999 with the second installment due December 15, 2000. The member elected and was selected for a new FY 2001 AOCP contract effective October 16, 2000, for a total entitlement of \$25,000 to be paid in two installments of \$12,500. The member is not entitled to the remaining portion of the first installment of \$9,000 for the

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period October 16, 2000 through December 15, 2000 or any further AOCF installment due under the prior contract. When the first installment (FY 2001) of \$12,500 is reported, any amounts owed from the unserved portion of the prior contract will be deducted from the first installment (FY 2001) of the new AOCF contract.

*D. Action. Finance officers are not to make any tax adjustments. Additionally, finance officers are not to issue a corrected W-2 (W-2C) or change the AOCF recoupments reported by DFAS-JMSB/KC. Administrative units and servicing finance officers should contact DFAS-JMSB/KC regarding AOCF installments. The DFAS-HTSBD/KC is responsible for updating and correcting AOCF data in the service member's MMPA.

Note. When a credit for aviation continuation pay (TTC 558) is reported by the DFAS and the member is enrolled in DD/EFT, a payment will be made to the member's financial institution within approximately 48 hours. The EFT process will reflect DSSN 6102, RUC 00001 and payroll numbers between 026-100 (D809 Remark). If the member does not have an established DD/EFT financial institution in the MCTFS, the amount due will be reflected in the member's next scheduled payday.

E. Combat Zone Tax Exclusion (CZTE). When an aviation officer is serving in a designated CZTE area, and has an aviation bonus contract approved, that entitles the officer to receive an aviation bonus while serving in a CZTE area, the CZTE wage cap is applied to the total monthly wages and the first installment payment bonus combined. The first installment payment and other taxable entitlements are not taxable in the amount up to the CZTE wage cap E9S plus imminent danger pay (\$225). Any amount in excess of E9S monthly pay and \$225 will be taxed (limited to the highest rate of basic pay for the senior enlisted member (E9S plus \$225). All future installment payments that are due while serving or not serving in a CZTE area are taxable. Unlike an enlisted/warrant officer who receives CZTE for all taxable pay, officers are limited to the maximum monthly enlisted rate plus imminent danger pay while serving in a designated CZTE area.

010505. Submarine Duty Pay

A. Reference. "DoDFMR", Vol. 7A, Chapter 23, and SECNAVINST 7220.80B. See MCO P1080.40 for the stop/start reporting procedures.

B. Substantiation. A NAVMC 11116 from the commanding officer requesting a one-time adjustment to the MMPA.

C. Action. The finance officer will credit/check submarine duty by reporting either TTC 693 or 694 using the appropriate five-digit pay code. Attach a copy of the NAVMC 11116 to the diary, endorse the original, and send it back to the originator with action taken.

TTC/SEQ 693/003

CHEK| (1) -\$ (2) . (3) - (4) | (5)

(1) Five-digit numeric pay code

(2) Dollar amount

(3) Tax code

(4) One-digit purpose code

1=For a checkage of \$50 or less. (Will not be subject to the delayed checkage process.)

C=For a checkage of more than \$50. (Will be subject to the delayed checkage process.)

2=For a checkage (misc) of more than \$50 which is not to be processed under the delayed checkage process. (Checkages input using this code will not be delayed nor will a liquidation schedule be systematically established.)

3=For a checkage (misc) input to align an out-of-balance account that is not to be processed under the delayed checkage process. (Checkages input using this code will not be delayed nor will a liquidation schedule be systematically established.)

(5) Eight-digit date of checkage

TTC/SEQ 694/000

CRED| (1) -\$ (2) . (3) | (4)

(1) Five-digit numeric pay code

(2) Dollar amount

(3) Tax code

(4) Eight-digit date of credit

010506. Judge Advocate Continuation Pay

A. Reference. U.S. Code Title 37, Section 321, Chapter 5, SECNAVINST 7220.87, the Navy Judge Advocate Continuation Pay (JACP), DoDFMR Vol 7A, Chapter 9, Marine Corps Law School Education Debt (LSEDS) Programs, and MARADMIN 602/02.

B. Substantiation. Approval and Authorization by HQMC (JAS/MPP-30).

C. General. Effective October 1, 2002, HQMC (JAS/MPP-30) authorized the payment of Judge Advocate Continuation Pay (820 Remark) to eligible Marine Corps service members who are selected for the Law School Education Debt Subsidy (LSEDS) Program. A member must be qualified and certified as a judge advocate in accordance with Article 27 (B), Uniform Code of Military Justice; have completed initial active duty service obligation as a Marine Corps Judge Advocate and have been selected for, and indicated intent to accept, augmentation into the regular Marine Corps. Eligible judge advocates are authorized three

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annual installment payments of \$10,000 each (total of \$30,000). The second and third annual installments will be made on the anniversary date of the first payment.

D. Action. Finance officers are not authorized to make any Judge Advocate Continuation Pay payments. HQMC (JAS/MPP-30) is to report all payments by unit diary entry.

Note. When a Judge Advocate Continuation Pay unit diary entry (TTC 126)is reported by HQMC (JAS/MPP-30) and the member is enrolled in DD/EFT, a payment will be made to the member's financial institution within approximately 48 hours. The EFT process will reflect DSSN 6102, RUC 00001, and payroll numbers between 026-100 (D809 Remark). If the member does not have an established DD/EFT financial institution in the MCTFS, the amount due will be reflected in the member's next scheduled payday.

E. Combat Zone Tax Exclusion (CZTE). When an officer is serving in a designated CZTE area and is approved for Judge Advocate Continuation Pay, which entitles the officer to receive a bonus while serving in a CZTE area, the CZTE wage cap is applied to the total monthly wages and the first installment payment bonus combined. The first installment payment and other taxable entitlements are not taxable in the amount up to the CZTE wage cap E9S plus imminent danger pay (\$225). Any amount in excess of E9S monthly pay and \$225 will be taxed (limited to the highest rate of basic pay for the senior enlisted member (E9S plus \$225). All future installment payments that are due while serving or not serving in a CZTE area are taxable. Unlike an enlisted/warrant officer who receives CZTE for all taxable pay, officers are limited to the maximum monthly enlisted rate plus imminent danger pay while serving in a designated CZTE area.

010507. National Call to Service (NCS) Enlistment Option Program

A. Reference. U.S. Code Title 10, Amended Chapter 31, MCO 1000.14, NCS PROGRAM, MCO 1130.53P, Enlistment Incentives Program, MCO 1080.40D (MCTFSPRIUM) and MARADMINs 522/05 Nov 05 and 436/03 Sep 2003.

B. Substantiation

(1) Enlistment Contract and a certified copy of the Statement of Understanding (SOU) for Enlistment Option Programs Electing the Enlistment Bonus.

(2) NAVMC 11116 Requesting Payment.

C. General. Effective October 1, 2003, the NCS Enlistment Option Program commenced for members in the regular component of the United States Marine Corps. This program is designed to promote and facilitate military enlistments in support of national service. For additional information regarding the NCS Enlistment Option program, refer to MCO 1080.40D (MCTFSPRIUM).

(1) Enlistments under the NCS Program will be required to incur an eight-year mandatory service obligation consisting of 15 months of active service after completion of initial entry training (includes MOS training) followed by either reenlistment/extension on active duty for a period of at least 24 months of active duty or,

(2) 24 months of Selected Reserve Service in the SMCR, Unit, IMA or Active Reserve; followed by the remainder of their mandatory service obligation in the Selected Reserve, IRR, AMERICORPS, VISTA, AMERICORPS VISTA, the Peace Corps, or any combination.

D. Enlistment Options. Service members are given the opportunity to select one the following incentive based enlistment options.

(1) A Bonus of \$5,000 payable upon completion of their active duty obligation.

(2) Repayment of qualifying student loans (principal and interest) as defined in U.S. Code Title 10, Section 510(L)(2), up to \$10,000 upon completion of active duty obligation.

* (3) Education allowance up to 12 months payable at the monthly rate for basic educational assistance allowances offered under U.S. Code, Title 38, Section 3015(A)(1). Service members may begin to use this benefit at any time after completion of their active duty obligation. Members are not authorized to enroll in MGIB at the time of accession. A member is authorized to enroll in MGIB if they reenlist/extend their active duty commitment to 48-months of continuous active service.

*E. Commanding Officer Action. The commanding officer will submit a NAVMC 11116 and the substantiating documents to their finance officer 10 working days prior to a member's completion of active duty obligation requesting payment.

*F. Finance Officers Action. Report the NCS \$5,000 Bonus using TTC 545/000. The MCTFS will withhold 25 percent for federal taxes and the appropriate state income tax withholding percentage for one-time entitlements (see appendix D). When TTC 545/000 is reported, the MCTFS will automatically generate a cyclic special payment. This must be considered when processing a NCS Bonus and processing a discharge. When the bonus is shown on the DAS, then deduct the actual payment amount, withholding 25 percent for federal taxes, and the appropriate state income tax withholding percentage for one-time entitlements. This will prevent dual payments from occurring. A special payment reported by the finance officer and a special cyclic payment is automatically generated by the MCTFS

TTC/SEQ 545/000

CRED|ENL BON – (1)|(2)|MOS| (3)

- (1) Report N
- (2) Dollar Amount (\$5,000.00)|4-digit MOS
- (3) Eight-digit effective date

Note. When TTC 545/000)is reported and the member is enrolled in DD/EFT, a payment will be made to the member's financial institution within approximately 48 hours. The EFT process will reflect DSSN 6102, RUC 00001, and payroll numbers between 026-100 (D809 Remark).

***G.** NCS Qualifying Student Loan Re-Payment Procedures. All NCS Student Loan Re-payments will be made by DFAS-JMSB/KC (Payroll Services). The finance officer is “not” authorized to process NCS Student Loan Re-payments.

(1) Commanding Officer Action. For the re-payment of a members NCS student loan, forward by e-mail the below documentation to the DFAS-KC organizational mailbox: payrollservices&tsp@dfas.mi. DFAS-JMSB/KC will make payment to the lender/loan holder.

(a) A manually prepared and signed NAVMC 11116 requesting payment for student loan re-payment. Provide the lender/loan holder, the total principal amount and the total interest amount.

(b) The lender/loan holder documentation.

(c) Enlistment contract.

(d) Certified copy of the SOU for Enlistment Option Programs Electing Re-payment of Student Loan.

***(2)** The DFAS-JMSB/KC (Payroll Services & TSP) may be reached at DSN: 465-3818/5257 or (816) 926-3818/5257.

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NAME: XXXXXXXX, XX				SSN: XXXXXXXXXX			
ECC: XXXXXXXX	EAS: XXXXXXXX	BMOS: XXXX	CUR LEAVE BAL:	99V9			
PEBD: XXXXXXXX	AFADBD: XXXXXXXX	PMOS: XXXX	CUR SV LV BAL:	99V9			
RANK: XX	ED: XX XXXXXX	1ST - ADDL MOS: XXXX	TOTAL LSL PAID:	99V9			
EXT # MTHS		EXEC DT	EFF DT	EXT # MTHS		EXEC DT	EFF DT
RENL YRS : X		ED: XXXXXX		TOTAL ACTIVE SVC: XXXXXX			
BONUS MOS: XXXX		MULT: X		ADDL OBLIG SVC: XXXXXX			
ZONE: X		TOTAL ENT: \$99,999V99		BASE PAY RATE AT ED: \$99,999V99			
() - I elect payment of unused leave.							
() - I elect to carry my unused leave into my new term of service.							
() - I elect to carry ____ days advanced leave into my new term of service and to have my MMPA checked for ____ days pay and allowances charged as excess leave.							
_____ Signature of Member				_____ Date			
Branch of Service		Stmnt of Service		Days		Act/	
				Lost:		Inact:	
		From:		To:			
Special Payment Authorized. () YES () NO							
I certify that the leave account and data elements used to compute the SRB payment are current with the records of this unit.							
_____ Signature of CO/Certifying Officer				_____ Date			

Figure 1-1. SRB Precomputation Screen

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From: Finance Officer

To:

Via: Commanding Officer

Subj: REQUEST FOR THE TOTAL AMOUNT OF INCOME EARNED DURING THE PERIOD OF
EXCESS LEAVE

Ref: (a) DoDFMR, par. 10307

1. You are due the amount of pay and allowances that have accrued to you during the period of excess leave you were required to take from _____ to _____. This amount will be reduced by the total amount of income from wages, salaries, tips, other personal service income, unemployment compensation, and public assistance benefits from any Government agency which you received during the above period.
2. Please provide my office with a statement of your income from wages, salaries, tips, other personal service income, unemployment compensation, and public assistance benefits from any Government agency, to include copies of IRS Form W-2's, Federal and state income tax returns, and any other documentation that will substantiate your income for the period of excess leave from _____ to _____. This statement of income is required by the reference.
3. Failure to provide this information in a timely manner will result in payment being delayed as the finance officer has 30 days after receipt of the requested information in which to make payment.
4. You are advised that the making of a false official statement is punishable under the Uniform Code of Military Justice, Article 107, with a dishonorable discharge and confinement at hard labor not to exceed 1 year.
5. Your commanding officer is requested to verify the entitlements that were properly in effect prior to being dropped to appellate leave and stop those entitlements that are no longer applicable.

Figure 1-2. Request for the total amount of income earned during the excess leave

NAME (LAST, FIRST, MIDDLE INITIAL)		SSN	YR	MO	DA	
1	Date of Enl/Reenl					
2	ADD Period of Enl/Reenl (years)					
3	SUBTRACT 1 day					
4	New ECC (for zone C, use table C)					Julian Date
5	ADD Time Lost					TL (Days)
6	Adjusted ECC (use ECC chart)					New Julian Date
7	SUBTRACT Discharge Date					
8	Time Not Served					
RRB and Enl Bonus Proceed to Line 14						
9	New ECC					
10	SUBTRACT Old ECC					
11	Total Additional Obligation Service (SRB)					
12	SUBTRACT Time Not Served					
13	Additional Obligated Service Served					
14	Bonus Entitlement					
15	DIVIDE Period Which Bonus Paid (SRB use line 11, express in months)					
16	Monthly Rate of Bonus					

TABLE A - FOR USE WITH RRB, ENL

Monthly Rate of Bonus	\$
MULTIPLY Time Not Served (months and fractions)	\$
Amount of Recoupment	\$

TABLE B - FOR USE WITH SRB

Monthly Rate of Bonus	\$
MULTIPLY Additional Obligated Service Served (SRB) - Period of Reenl Served (months and fractions)	\$
Amount of Bonus Earned	\$
Amount of Bonus Paid	\$
SUBTRACT Amount of Bonus Earned	\$
Amount of Bonus Recoupment	\$

TABLE C - FOR USE WITH SRB ZONE C

CMA Date	YR	MO	DA
ADD 16 years			
SUBTRACT 1 days			
New ECC (16 years max)			

Figure 1-3. Bonus recoupment worksheet